



RECRUITMENT

REVIEWING APPLICATION MATERIALS

The state of Oregon utilizes an online application system, E-Recruit, to assist Human Resource (HR) and the hiring manager in the recruitment and selection process. This system allows for an auto evaluation of applicants qualifications based on responses from the applicant to questions listed in the job announcement. For detailed instructions on the process and procedures to use in E-Recruit visit the E-Recruit Resource Center on GovSpace.

QUALIFIED APPLICANTS

Almost all state jobs have minimum qualifications (MQ's) an applicant must possess to qualify for a position. Agency HR typically collects applications and reviews them for MQ's using the E-Recruit online application system. In most cases, applicants will receive an e-mail notification through E-Recruit sent by the recruiting agency informing applicants whether they have met the MQ's.

ELIGIBLE AND REFERRED APPLICANTS

When recruitments close, the agency HR will use the E-Recruit system to evaluate applicants for the MQ's. Applicants meeting the MQ's are placed on an eligible list by the agency Recruiter. Those applicants that most closely match the desired attributes and/or competencies needed for the position will be referred to the hiring manager for consideration.

DESIRED ATTRIBUTES AND/OR COMPETENCIES

Agencies may elect to use desired attributes and/or competencies to further assess applicant's knowledge, skills, and abilities. Desired attributes and/or competencies are used in addition to the MQs. In order to maintain consistency set basic criteria in advance for evaluating desired attributes and/or competencies.

SCREENING DESIRED ATTRIBUTES AND/OR COMPETENCIES

When screening for desired competencies and screening answers to post application questions, an agency may sort applications into categories.

An example of a sorting process could be as follows:

- Category A:** Offer interview because the applicant has all or most of the desired competencies related to the position.
- Category B:** Maybe interview because the applicant has some desired competencies or has transferable skills related to the position.
- Category C:** No interview because the applicant has very few or no desired competencies or transferable skills related to the position.

COMPLIANCE (Example, Veteran Points)

All screening processes, whether scored or ranked, must be in accordance with the applicable [Collective Bargaining Agreement](#), policy or Oregon Administrative Rule (OAR). For example, OAR 105-040-0015, Division 40, Filling Positions, directs agencies to give preference to veterans during the application and interview process. This means if an agency is using a non-scored screening process, the agency advances the veteran one level up and a disabled veteran two levels. If a process is scored, a veteran receives five (5) extra points and a disabled veteran receives ten (10) extra points.

NOTIFICATION

Applicants who are not selected for an interview should be notified by the agency recruitment section, through the E-Recruit process. An agency may wait to notify those not selected until after interviewing the others. Notify the candidates being offered an interview of the date, time and location of the interview through the E-Recruit system. You may use the E-Recruit system to schedule interviews. Letters are available on the E-Recruit system.