

Mandatory Priority Lists

Recruiter Guide



Oregon state government fills vacant positions through the use of applicant lists. Lists of injured workers and laid off employees are used to fill a vacancy before recruiting to fill the position. These lists are referred to as priority lists. State HR Policy 40-010-02 and the collective bargaining agreements govern when and how each list is used to fill a vacant position.

PRIORITY LISTS

Before making an appointment, other than a workforce adjustment to prevent layoff, the following lists must be checked for an applicant name. The lists are located on the REC Mandatory Priority List report in Workday.

- Injured Worker
- Agency Layoff
- Secondary Recall (SEIU, AFSCME, AEE)
- Statewide Layoff

Refer to the State HR Policy 40-010-02 or the appropriate collective bargaining agreement for the order the lists are used to fill a position if an applicant is on the list.

The agency of injury/separation is responsible to add, edit, and remove their employees on the REC Mandatory Priority List in Workday. The recruiter who pulls the list and finds a name on the list is responsible for communicating with and updating the agency of injury/separation.

Note: When hiring temporary employees, you must first offer the temporary position to applicants on the agency layoff list. Secondly, you should consider applicants on other mandatory lists before recruiting for your position. State HR Policy 40.025.01 Temporary Appointments

Injured Worker List

- You may not proceed with recruiting for your position if there is an applicant on the injured worker list until you determine if the individual is no longer eligible to be on the list or your position isn't a suitable position for the injured worker.
- Injured Workers must be offered your position if it is a suitable position for the injured worker.

Agency Layoff List & Secondary Recall List

- You may not proceed with the recruitment and selection of your position if there is an applicant on the agency layoff list or the secondary recall list until you determine the applicant should no longer be on the list, doesn't meet minimum qualifications and special qualifications or where applicable, the location of your position is not suitable.

Special qualifications: *qualifications added to minimum qualifications necessary at the time of appointment based on specific duties of the position to be filled which may include but are not limited to bilingual skills or, licenses, permits and certifications required by law.*

- Generally, the applicant must be offered your position if they meet the MQs and special qualifications for the position. Refer to CHRO policy Layoff/Removal for management service and classified unrepresented employees.

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Statewide Layoff list

The applicant must be interviewed if they are interested in the position. You may still post a job to recruit for additional applicants. The applicant on the statewide layoff list may be interviewed along with other qualified applicants.

WHEN TO CHECK LISTS:

- Prior to filling a position.
- Filling a vacancy with a candidate on another requisition.
- Reposting a job that has been closed if it has been 90 days since the priority lists were originally pulled.
- Every 90 days that the job posting remains open.

INTERNAL NOTIFICATIONS:

- Contact the agency of separation/injury to confirm the accuracy of the status on the list and the remaining rights of refusal.
- Contact the hiring manager and explain the obligations required for using the priority list to fill the vacancy.
- Contact other agency HR staff as needed such as the HR Business Partner.

NOTIFYING AGENCY AND INDIVIDUALS ON PRIORITY LISTS:

Injured Worker List

Notify the agency-at-injury and follow State HR Policy 50.020.03 to determine suitability of the position for the injured worker. Offer a suitable position to the injured worker.

Agency Layoff Lists

Follow the agency's layoff plan and offer the position to the qualified applicant on the list.

Secondary Recall lists

Notify the agency of layoff.

- Note: Other recruiters may have pulled the same name and an offer may be pending. You may need to wait to proceed with your recruitment until the offer is finalized.
- Notify the individual on the list and include a specific deadline (date and time) for response.
- Allow at least 3 business days for response.
- Document efforts to contact the candidate and include both email and a phone call.
- Document a lack of response when deadline has passed and proceed with the recruitment.
- Notify the agency of layoff that the individual did not respond.

Statewide Layoff list

Invite the individual to interview for the position. This may include instructions to apply online when the job posting is open.

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WORKDAY KNOWLEDGE ARTICLES:

The below links will direct you to the step-by-step guides in Workday for checking and processing Priority Lists.

[Priority lists, Add or Edit](#)

[Priority lists, pull](#)

[Priority lists, filter/sort](#)

[Priority list, eligible candidate found](#)

Contact Katie Matysik, Recruitment HR Consultant, katie.matysik@das.oregon.gov with any questions regarding priority lists.