



DEPARTMENT OF CORRECTIONS
Human Resources



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| Title: | Use of Applicant Lists | DOC Policy: 20.4.4 |
| Supersedes: | DOC Policy 20.4.4 "Use of Applicant Lists," dated 7/15/98 | |
| Applicability: | Applicants for DOC positions, management service employees, and initial appointments to all classified positions | |
| Directives Cross-Reference: | Rule: State Administrative Rule 105-40-030 | |

I. PURPOSE

To provide criteria and to explain the process for the use of applicant lists in filling positions.

II. DEFINITIONS

- A. Certificate of Eligibles: a computerized list of qualified applicants who submitted an employment application, met the minimum qualifications on the job announcement, passed the exam and other job related screening processes where applicable, and were included in the number requested by the hiring supervisor.
- B. Disposition code: a standard code assigned by a hiring supervisor to applicants on a certificate. This code designates what action was taken and if their names were removed from the list.
- C. Temporary correctional security employees are certified applicants, processed through the same pre-screening and application process as all other certified correctional security applicants and are included on the same correctional applicant list.

III. POLICY

It is the policy of the Department of Corrections (DOC) to establish and maintain lists of qualified applicants to facilitate a selection process based upon required knowledge and skills.

- A. The order in which applicant lists are to be used shall be in accordance with DOC Policy 20.4.3, Types and Order of Applicant Lists, or as specified in collective bargaining agreements.
- B. Applicant lists necessary to provide an adequate number of qualified candidates shall be established and maintained by the Department of Administrative Services. DOC layoff and informational lists are established and maintained by the Recruitment Unit.
- C. When a vacant position is to be filled, the hiring supervisor or designee requests a list of qualified applicants and receives a certificate of eligibles from the Recruitment Unit.

- D. The certificate of eligibles shall be issued in one of the following formats, whichever is applicable:
1. Applicants listed in rank order from the highest to lowest score;
 2. Applicants who meet the minimum qualifications for the position;
 3. Limited number of applicants selected at random from a list of all applicants who meet the minimum qualifications for the position.
- E. When a certificate of eligibles is issued in rank order from the highest to lowest score, applicants for interviews shall be selected in that same order. When certificates issued contain tied scores, all applicants with that score shall be offered an interview if one applicant with that score is interviewed.
- F. When a certificate of eligibles is issued for all applicants who meet the minimum qualifications for the position or for a limited number of applicants selected at random from such a list, all applicants, including internal transfer candidates, shall be offered interviews unless a valid screening process is developed and documented to select only the most qualified candidates for interview. If not all qualified applicants are to be offered interviews, the job announcement shall inform applicants of the selection process being used. If the selection process includes ranking applicants using a numerical score, veterans' preference points shall be added where applicable at the time of scoring.
- G. When a certificate of eligibles is issued for a limited number of applicants, selected at random from a longer list of all qualified candidates and the department has not met its affirmative action goals, the certificate shall include the same proportion of protected class candidates as the list of all qualified candidates. The hiring supervisor may determine the number of candidates on a random certificate of eligibles. The hiring supervisor may supplement a randomly selected certificate of eligibles in the following manner:
1. When a random certificate is requested to fill a vacant position for which there is an existing temporary appointment, a temporary employee, or all temporary employees in that class in DOC may be interviewed, in addition to the candidates listed on the randomly selected certificate of eligibles, provided that the temporary employee is included in the list of all qualified candidates and is performing the same duties of the vacant position.
- H. Limited-Competitive and Noncompetitive Appointments, as described under OAR 105-40-060, may be made by reporting vacancies to the field office of the Employment Department nearest the location of the vacancy when the recruitment is open to the public. A non-competitive appointment is made to designated classifications comprised of unskilled or semi-skilled positions for which there are minimal or no knowledge or skills, no screening and no ranking. Where more than one candidate is referred, the hiring manager may use a limited competitive process to select the most qualified.
- I. A related applicant list of a classification having similar knowledge and skills may be used. However, applicants must meet the minimum qualifications for the

position being filled.

- J. New and existing applicant lists may be consolidated as necessary, provided minimum qualifications and the exam requirements are the same.
- K. If an applicant name appears on a Certificate of Eligibles who interviewed for the same position within the last 90 days, and the position and interview are identical to the previous, the hiring supervisor need not re-interview the applicant. However, the applicant must be considered for the position from the previous interview material. If more than 90 days have passed, the applicant must be contacted and asked if he/she wishes to be re-interviewed or considered from the previous interview material.
- L. Except for the expiration of the term of eligibility on an applicant list, any person whose name is removed from a list shall be promptly notified in writing of the reason for such removal.
- M. The Recruitment Unit may remove an applicant's name from an Applicant List for reasons including, but not limited to the following:
 - 1. failure to respond within a reasonable time period to any inquiry to availability for appointment; or a failure to keep a scheduled interview appointment without notification;
 - 2. expiration of the term of eligibility on the applicant list;
 - 3. willful violation of state rules or policies, provisions of the law or for engaging in the use of inappropriate conduct or language during an assessment process;
 - 4. falsifying statements on the applicant;
 - 5. failure to pass required and job related criminal record, driving record, employment background or other job-related screening or assessment tools;
 - 6. appointment to a classification at the same or higher salary;
 - 7. cancellation of a list; or
 - 8. appointment to any class made from a lay-off list.
- N. The hiring supervisor shall write the appropriate disposition code next to each applicant name appearing on the Certificate of Eligibles who was invited to interview and shall return the list to the Recruitment Unit to disposition each applicant accordingly, prior to the expiration date of the Certificate of Eligibles. When a disposition code results in permanently removing a candidate from one or more department hiring lists, a letter of explanation must be included providing justifiable evidence for the removal of the candidate from further consideration.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

