



**DEPARTMENT OF CORRECTIONS
Human Resources**



Title:	Recruitment and Selection Process	DOC Policy: 20.4.5
Effective:	7/8/14	Supersedes: 9/10/01
Applicability:	Applicants for DOC positions, Management Service employees, and initial appointment to all classified positions.	
Directives Cross-Reference:	ORS 240, OAR 105-040-0010 and 105-010-0011	
Attachments:	None	

I. PURPOSE

The purpose of this policy is to establish the criteria and explain the process for filling vacancies.

II. DEFINITIONS

- A. **Alternate Exam:** An exam which is equivalent and used to rate applicants for the same job.
- B. **Minimum Qualifications:** Minimum level of experience, training, knowledge, and skills, set by classification, which an applicant must meet in order to pass the first screening step to advance to the scoring step of their application to fill a vacancy.
- C. **NEOGOVTM:** The State of Oregon on-line application system to assist Human Resources 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.
- D. **Special Qualifications:** Qualifications added to minimum qualifications necessary at the time of appointment based on specific duties of the position to be filled. Special qualifications may include, but are not limited to bilingual skills or, licenses, permits and certifications required by law.
- E. **Supplemental Questions:** Multiple choice and/or essay questions used to rank candidates level of skills, education, and experience in relation to the desired attributes for the position being filled.

III. POLICY

It is the policy of the Department of Corrections to base hiring and promotion decisions on an applicant's relative knowledge, experience and skills, determined by competition without regard to an individual's race, color, religion, sex, marital status, national origin, political affiliation, age, disability or other non-job related factors with proper regard for an individual's privacy.

- A. Hiring supervisors shall confer with the Recruitment Unit to develop and prepare a

recruitment plan and appropriate marketing/outreach strategies, taking into consideration workforce diversity, and to identify job groups which are underrepresented so that expanded recruitment efforts can be made to attract a diverse and qualified applicant pool.

1. DOC vacancies are generally filled through open competition. Exceptions may be made consistent with labor agreements to allow selection of employees for lateral transfer, and to provide agency-only promotional opportunities to forward DOC workforce development goals.
 2. The hiring supervisor shall confer with the Recruitment Analyst and take the following steps to initiate a recruitment process:
 - a. Complete a Recruitment Requisition form;
 - b. Review and update the position description;
 - c. Determine the method of filing the position;
 - d. Develop application supplemental questions;
 - e. Develop criteria for evaluating candidate responses;
 - f. Form a diverse interview panel;
 - g. Develop interview questions and criteria to evaluate candidate responses; and
 - h. Conduct employment background checks on all promotional and new employee candidates before appointing a candidate to a position.
- B. Open competitive recruitment announcements will be open for a minimum of 7 days to 14 days, or as prescribed by the applicable collective bargaining agreement.
1. Job postings shall include job requirements, minimum qualifications from classification specifications, any special qualifications, salary, application deadline, and any supplemental questions or additional application requirements.
 2. Any recruitment and selection process shall be competitive, unbiased and of such content as to assist in determining an applicant's qualifications to perform the work.
- C. Veteran's Preference in Employment.
1. Recruitment and selection processes for all State of Oregon positions in agencies subject to OAR 105-040-0015, and ORS 240 State Personnel Relations.
 2. An applicant claiming veteran's preference points must submit the required

DD214 that shows characterization of service. Most common DD214 forms are the service copy 2, 3, or member copy 4.

3. Five Veteran's Preference points are added upon initial application screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), or a letter from the US Department of Veteran's Affairs indicating the applicant receives a non-service connected pension with the State of Oregon application.
 4. Ten Disabled Veteran's points are added upon initial application screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) with the State of Oregon application. Disabled veterans must also submit a copy of their veteran's disability preference letter from the US Department of Veteran Affairs.
- D. Hiring managers will complete a thorough reference and/or background checks on all final applicants prior to making an offer of employment. Hiring managers shall conduct employment reference checks, criminal background, enforce the Prison Rape Elimination Act zero tolerance for sexual abuse and harassment, and other work-related background investigations on department (employees) applicants and new applicants to secure further information concerning the applicant's qualifications and to verify statements contained in an application or a statement made in an interview.
- E. DOC employees, other state employees, and members of the public may:
1. Obtain information regarding DOC employment opportunities by accessing the state's Jobs page on the Internet, accessing the DOC Recruitment Internet site, or visiting a local office of the Employment Department.
 2. Request a review of disqualification within ten calendar days from the date of disqualification notice for not meeting minimum qualifications. The review shall be limited to the disqualification decision. Any changes due to a disqualification review shall not affect the previous selection decision(s) concerning other applicants;
 3. Test scores are not subject to appeals. Test questions, scoring keys, and other data used to administer the selection process are confidential and are exempt from disclosure. (OAR 105-010-0011)
 4. Reapply to a specific job posting if the job posting is still open for application, unless DOC has determined a time period for reapplication. The most recent application submitted determines a qualified applicant's placement on the eligible list.
- F. Human Resources Division may establish and administer recruitment and selection processes for specific positions, including the development and administration of job related screening and assessment tools and methods.
- G. Human Resources Division may develop and administer alternate recruitment

processes for specific classifications.

- H. Recruitment analysts and hiring managers have authority to verify a statement(s) contained in an application or a statement(s) made in an interview and secure further information concerning the applicant's qualifications. An adjustment may be made to the applicant's score if information obtained materially affects the applicant's rating of experience, education, training, or suitability.
- I. Supervisors may fill permanent positions with temporary appointments:
 - 1. Temporary Appointment: The noncompetitive, non-status, appointment of a person for the purpose of meeting emergency, nonrecurring or short-term workload needs of the agency. A temporary employee shall be exempt from all provisions of the State Personnel Relations law, administrative rules and HRSD policies unless otherwise specified in accordance with HRSD State Policy 40.025.01, Temporary Appointments;
 - 2. Temporary correctional security employees must have fully completed their background check before time of temporary appointment.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: signature on file
Birdie Worley, Rules Coordinator

Approved: signature on file
Elizabeth Craig, Administrator