

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Procedures for Recruitment, Review and Selection of Applicants	PAGE <u> 1 </u> OF <u> 5 </u> .
	NUMBER: 34-PRO-04
RULE/CODE REFERENCE:	SUPERSEDES: 34-PRO-04 dated 04/03/15
RELATED ACA STANDARDS: 4-4053; 4-4057; 4-4058; 2-CO-1C-09, 13; 2-CTA-1C-03, 05, 06 4-APPFS-3E-04, 07, 08, 09; 2-1040; 2-1041	EFFECTIVE DATE: April 22, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish procedures for the evaluation and selection of applicants for all Department of Rehabilitation and Correction (DRC) positions with the exception of unclassified positions, positions that require assessment, and positions subject to contractual obligations.

III. APPLICABILITY

This policy applies to all appointing authorities, executive staff, managing officers, program administrators, human resources staff, and any other employee involved in the selection process of applicants for employment within DRC, with the above noted exceptions. Employment within DRC is subject to the applicable collective bargaining agreements and Ohio Administrative and Revised Codes.

IV. DEFINITIONS

Applicant Pool - The eligible applicants in the case merit file who will be given consideration for selection to the position based upon their scores received from the Subject Matter Expert (SME) as reflected on the Subject Matter Expert Screening Form (SMESF).

Background Investigation - The pre-employment background investigation of each final applicant conducted in accordance with Department policy 34-PRO-07, Background Investigations.

Case Merit File - A document of public record that contains, but is not limited to, all applications, scored Subject Matter Expert Screening Forms, and documentation of the actions and recommendations for a posted vacant position.

Continuous Postings - Positions that have been approved to be placed on the continuous posting in order for applications to be accepted at any time.

Eligible Applicant - An applicant who meets the minimum qualifications of the classification and any position specific minimum qualifications (PSMQ's) of the position.

ePar - The official State documents that implement and authorize the appointment of new hires or status changes of employees.

Interview Panel - A diverse group (e.g. gender, race or ethnicity) of between two and five exempt employees who review the applications, SMESF's, and interview the applicants within the applicant pool. The interview panel then makes a recommendation to the Appointing Authority/designee for selection of an applicant to the vacant position.

Merit Selection - An appointment to a position without interviews.

Subject Matter Expert (SME) - An exempt employee who possesses a high level of knowledge and professionalism in the same work area as the position for which applicants are being considered. Generally there is only one SME for each case merit file who completes a Subject Matter Expert Screening Form (SMESF) (DRC1807) on each applicant. For case merit files which have more than 25 applications in the applicant pool, the SME may assign one exempt employee per - 25 applications, after the first 25, to assist with screening. If an exempt person assists with screening, the SME shall sign all the SMESF forms and shall be accountable for any questions and/or issues that may arise.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure the process for recruitment, review and selection of any applicant for any position in this Agency shall be made based on merit and specified qualifications without regard to race, sex, sexual orientation, national origin, disability, religion, age, military status or color and in accordance with Civil Service Laws, Administrative Rules, and/or bargaining unit contracts. The selection process shall be conducted in a manner that emphasizes fundamental fairness to all applicants and that seeks to identify the best available applicant for each available position.

VI. PROCEDURES

A. Selection Process

Personnel staff shall first determine if a position must be filled by: 1) layoff, reemployment or recall list; 2) bargaining unit contract; 3) layoff list; or 4) interview process.

Selections made in accordance with bargaining unit contracts shall follow the appropriate section in the bargaining unit agreement.

Selections made from layoff, reemployment, or recall list shall be made in accordance with the appropriate sections in the Civil Service Law.

With the exception of positions subject to contractual obligations, civil service law and unclassified positions, all vacancies shall be filled in a manner consistent with the process described below:

1. The Appointing Authority/designee, in consultation with personnel, shall determine whether to screen all applications or only those applications of currently employed

DRC employees and those employees laid off from DRC within the twelve (12) months immediately preceding the closing date of the posting. At the Director's discretion, a decision may be made to expand the pool to include those applications of current state employees in a specific agency(ies) and/or those employees laid off from that agency(ies) within the twelve (12) months immediately preceding the closing date of the posting, before expanding the pool to all state agencies and prior to expanding to include all applications.

2. Personnel staff or the Subject Matter Expert (SME), in consultation with personnel, must review the applications for minimum qualifications and indicate whether the applicant meets minimum qualifications or not. Applicants who do not meet the minimum qualifications shall be eliminated from further consideration. For applicants who meet the minimum qualifications, the Subject Matter Expert Screening Form (DRC1807) is used to assign points relative to an applicant's education, experience, certifications held, and current state employment. Use of the Subject Matter Expert Screening Form (DRC1807) to assign points is not required when the intent is to interview all applicants meeting the minimum qualifications. In this case, the minimum qualification results only need to be recorded on the Subject Matter Expert Screening Summary form (DRC1816).
 - a. Only applications received by the closing date listed on the posting shall be considered, unless specified otherwise in a collective bargaining agreement.
 - b. Personnel shall review all information submitted on the application to ensure all qualified applicants have been identified based solely on verified education, training and experience.
3. The applicant pool shall start with the basic applicant pool as defined below and may be expanded to the intermediate, enlarged or all-inclusive applicant pool, in that order, as needed.
 - a. Merit Selection: After the applications are scored and recorded on the Subject Matter Expert Screening Form (DRC1807), the Appointing Authority/designee may elect a merit selection. A merit selection must be one (1) of the applicants in the Basic Applicant Pool. The merit selection must be approved by completing and obtaining signatures on the Recommendation for Personnel Selection form (DRC1083) as appropriate.
 - b. Basic Applicant Pool: Applicants scoring in the top third of the file (including ties) or the ten (10) highest scoring applicants (including ties), whichever is less.
 - c. Intermediate Applicant Pool: Applicants scoring in the top two-thirds of the file (including ties) or the twenty (20) highest scoring applicants (including ties), whichever is less.
 - d. Enlarged Applicant Pool: The thirty (30) highest scoring applicants (including ties).
 - e. All-inclusive Applicant Pool: All eligible applicants.

4. After the applicant pool is determined and if a merit selection is not made, interviews shall be scheduled. Interviews shall be conducted by the interview panel.
 - a. A copy of the questions may be provided to the applicant at the beginning of the interview but must be collected at the conclusion of the interview.
 - b. The responses of each applicant shall be summarized and maintained in the case merit file.
 - i. Each interview panel member must take interview notes. Interview notes may not be completed by one (1) member and signed by all.
 - ii. An additional exempt employee may be used to ask the questions while the interview panel members take notes. If an additional employee is used, his/her input may not be officially considered in determining the selection.
 - iii. The interview panel must be the same for all interviewees within a case merit file, unless an emergency makes it impractical. If an emergency arises where one of the panel members is unable to attend, the Appointing Authority/designee may approve a replacement or may choose to continue the interviews with the remaining panel members, providing the make-up of the interview panel still complies as defined in this policy.
 - c. Applicants may not be reimbursed for any travel expense associated with the interview process.
 - d. If the scheduled interview of a DRC employee for a position in DRC conflicts with the employee's normal working hours, that employee shall be approved for special situation leave for the time away from their work that may be necessary in order to participate in the interview, including travel time.
 - e. Applicants shall not receive administrative leave to attend interviews at other state agencies.
5. After interviews are conducted, the interview panel shall make a written recommendation to the Appointing Authority/designee justifying the selection.
 - a. If the interview panel determines not to make a recommendation, the applicant pool may be expanded and continue to be expanded until all eligible applicants are interviewed.
 - b. If the interview panel determines not to make a recommendation, the position may be cancelled (e.g. a decision can be made not to fill the position at this time or a request can be made to repost). Justification to repost the position must be approved by the Appointing Authority/designee and the Chief of Human Resources/designee and placed in the case merit file. If a decision is made to repost or to cancel the position, the file shall be closed and notification shall be sent to all applicants.

6. Background investigations and employment drug testing must be completed in accordance with Department policies 34-PRO-07, Background Investigations and 31-SEM-03, Drug Free Workplace.
7. Selections for exempt positions in pay range twelve (12) and above must be approved by the Managing Officer/Designee. The local personnel department submits the Recommendation for Personnel Selection form (DRC1083) along with the required documentation for review and approval of the case merit file. After the Managing Officer/Designee approves the selection, he/she shall forward the documentation to the local personnel department and appropriate hiring staff for processing.
8. Personnel shall process the resulting ePar in accordance with procedures established by the Bureau of Personnel and the Department of Administrative Services.
9. All applicants for the vacancy who are not selected shall be notified in writing of their non-selection unless the vacancy is filled via a continuous posting. Written notification of non-selection, which may be made via email, shall not be made until after the selected applicant begins employment.

B. Continuous Postings

Applicants submit employment applications in electronic format and indicate their locations of interest. Continuous postings shall designate how long an application will be considered active. If an applicant is not selected for a particular vacancy, he/she shall remain in the file for consideration for other vacancies as long as his/her application remains active.

C. Recruitment

The Managing Officer of each institution and parole region shall designate one (1) employee to participate on the regional recruitment team. The Regional Workforce Planning Manager shall ensure the diversity of the team and designate the chairperson. Each Regional Recruitment Team shall develop and utilize a Recruitment Guide as a resource to establish relationships with local and statewide recruitment sources. The elements of the Recruitment Guide shall include but will not be limited to contact information for local colleges and universities, veterans' offices, minority/women's organizations, the agency's workforce plan, staffing analyses, etc.

Related Department Forms:

Recommendation for Personnel Selection	DRC1083
Subject Matter Expert Screening Summary Form	DRC1807
Subject Matter Expert Screening Summary	DRC1816