



# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Use of Applicant Lists</b>	<b>HR_440_03</b>
<b>Supersedes:</b>	HR_440_03 dated November 1, 2010	
<b>Applicability:</b>	Applicants for positions, management service employees, and initial appointments to all classified positions	
<b>Reference:</b>	State Administrative Rule 105-40-0015, 105-40-0020, 105-40-0030, 105-40-0060	
<b>Effective Date:</b>	October 1, 2013	<b>Approved:</b> 

### I. PURPOSE

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

### II. DEFINITIONS (see also HRSD Rule 105-010-000 Definitions Applicable Generally to Personnel Rules and Policies)

- A. Inactivation Reason: An inactivation reason is a standardized code assigned by a hiring agency to indicate an applicant is no longer active on a list of eligible or a referral list.
- B. Eligible List: A list of applicants who meet minimum qualifications and special qualifications.
- C. Referral List: A list of applicants referred from an eligible list.
- 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.

### III. POLICY

It is the policy of the Department of Fish and Wildlife (ODFW) to establish and maintain lists of qualified applicants to facilitate a selection process based upon required knowledge, skills, training and education.

- A. The order in which applicant lists are to be used shall be in accordance with HR Policy 440\_02, Types and Order of Applicant Lists, or as specified in the collective bargaining agreement.
- B. An eligible list shall be established and maintained on the state's recruitment system.
- C. When a vacant position is to be filled, Human Resources shall create an eligible list and a referral list prior to conducting interviews in accordance with HR Policy 440\_02, Types and Order of Applicant Lists.

- D. The referral list shall be one of the following, whichever is applicable:
1. All applicants listed in order from the highest to lowest score based on selection criteria; or
  2. All applicants who meet the minimum and special qualifications for the position.
  3. A limited number of applicants from the eligible list for the position selected in ranked order based on selection criteria.
- E. Selection of applicants for interview from the referral list formats listed in III. D. 1-3 shall include all qualified applicants unless the department develops and documents a valid screening process to select only the most qualified applicants.
- F. When a referral list contains tied rankings, all applicants with that ranking shall be offered an interview if any of the applicants with that ranking are offered an interview, unless a documented valid screening process is developed to select only the most qualified applicants for interview.
- G. When a referral list is issued for all applicants who meet the minimum and special qualifications for the position, including internal transfer candidates, and there are no scored supplemental questions, all eligible applicants shall be offered an interview unless a valid screening process is developed and documented to select only the most qualified candidates for interview.
- H. Regardless of the selection process being used to evaluate applicants, veterans' preference shall be given in accordance with OAR 105-040-0015 (see HR\_440\_04, Recruitment and Selection).
- I. Limited-Competitive and Noncompetitive Appointments, as described under OAR 105-40-0060, 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 shall use a competitive process to select the most qualified.
- J. After exhaustion of the priority lists specified in HR\_440\_02--Types and Order of Applicant Lists (pursuant to OAR 105-040-0020), a related eligible list of a classification having the same minimum and special qualifications and salary range may be used.
- K. New and existing applicant lists may be consolidated as necessary, provided minimum and special qualifications and exam requirements are the same.
- L. If the name of an applicant appears on a referral list and that applicant interviewed for the same position within the last 120 days, and if the position and interview are identical to the previous, the hiring manager need not re-interview the applicant. However, the applicant must be considered for the position from the previous interview material. If more than 120 days have passed, the applicant shall be contacted and asked if he/she wishes to be re-interviewed or considered from the previous interview material.

- M. When an applicant is appointed to a position from an eligible or referral list, the applicant is inactivated from that eligible or referral list, except when an applicant retains rights to remain on specific priority lists such as the Injured Worker List or Agency Layoff List.
- N. Except for the expiration of the term of eligibility on an eligible list, any person whose name is removed from a list shall be promptly notified by the ODFW Recruitment Unit. The Recruitment Unit may remove an applicant's name from an eligible list for reasons including, but not limited to the following:
  - 1. Failure to respond within a reasonable time-period to any inquiry regarding availability for appointment;
  - 2. Expiration of the term of eligibility on the list;
  - 3. Willful violation of relevant rules or policies, or provisions of the law;
  - 4. Falsifying statements on the application;
  - 5. Failure to pass required pre-employment checks or tests including but not limited to criminal record, drug test, or driving record checks;
  - 6. Cancellation of a list; or
  - 7. Appointment made from a layoff list to any classification.
- O. The hiring manager shall indicate the appropriate inactivation reason under the inactive code column next to each applicant's name appearing on the referral list who was invited to interview and shall return the list to the Recruitment Unit. The Recruitment Specialist shall enter the code on the E-Recruit system for each applicant accordingly, prior to the expiration date of the referral list. When a an inactive code results in permanently removing a candidate from one or more department hiring lists, a notice must be sent providing justifiable evidence for the removal of the candidate from further consideration.

#### **IV. POLICY CLARIFICATION**

- A. Employees wanting to transfer to another position within the department shall apply for the vacancy in accordance with HR Policy 440\_11, Transfers.
- B. Limited-Competitive and Noncompetitive Appointments may be made to the following classes in the ODFW:
 

0405	Mail Services Assistant	3670	Experimental Biology Aide
8340	Fish & Wildlife Technician (Entry)		