I. PURPOSE

To establish the criteria and process for filling vacancies.

II. DEFINITIONS

A. Minimum qualifications: Minimum experience, training, knowledge and skills for admission to a test or for successful entry and performance in a classification or position.

B. Initial Application Screening: The department’s process of determining whether an applicant meets the minimum and special qualifications for a position. An Initial Application Screening may also include an evaluation of skills or scoring of supplemental questions.

C. Veteran and Disabled Veteran: As defined by ORS 408.255 and 408.235.

III. POLICY

It is the policy of the Oregon Department of Fish and Wildlife (ODFW) 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, sexual orientation or other non-job related factors, with proper regard for an individual’s privacy.

A. The hiring manager shall confer with the Recruitment Unit of the Human Resources Division 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. Department vacancies are generally filled through open competition. Exceptions may be made consistent with the labor agreement to allow selection of employees for lateral transfer, and to provide department-only and statewide promotional opportunities to achieve ODFW workforce development goals.

2. The hiring manager shall confer with the Recruitment Unit and take the following steps to initiate and complete the recruitment process:

   a. Review and update the Position Description;
b. E-mail a Request to Hire (RTH) form to office manager/designated support staff with required documents attached;

c. Determine the method of filling the position (Open Competitive, Agency Promotion, Statewide Promotion);

d. Assist in developing application supplemental questions and evaluation criteria if appropriate;

e. Form a diverse interview panel;

f. Develop interview questions and criteria to evaluate candidate responses;

g. Conduct employment references; and

h. Select the most suitable applicant for the position. For appointments at Salary Range 23 and above, complete the Hiring Approval Form (Attachment A) and submit it for approval before finalizing the appointment.

B. Open competitive job postings shall be open for a minimum of seven calendar days. Department-specific or statewide promotional recruitments shall be opened as determined appropriate by the hiring manager and the recruitment specialist.

1. The job posting shall include job requirements, minimum qualifications and any special qualifications, salary, application screening process to be used, 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.

3. ODFW has the authority to verify a statement contained in an application or a statement made in an interview and secure further information concerning the applicant’s qualifications. An adjustment may be made to the applicant’s rating if information obtained materially affects the applicant’s rating of experience, education, training or suitability.

C. 1. An applicant may obtain information regarding employment opportunities by accessing ODFW’s job page or the state of Oregon’s job page on the Internet.

2. An applicant shall complete the required application materials and follow the instructions on the job posting within the designated time period.

D. Application of preference points upon Initial Application Screening: Qualifying Veterans and Disabled Veterans receive preference points as follows;

1. 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 an application; or

2. 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 an application. Disabled Veterans must also submit a copy of their Veteran’s disability preference letter from
the US Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

3. Veteran’s and Disabled Veteran’s preference points are not added when a Veteran or Disabled Veteran fails to meet the minimum or the special qualifications for a position.

E. Following an Initial Application Screening, the department generates a list of qualified applicants to consider for Appointment. The department Human Resources Division Administrator or designee may then:

1. Determine whether or not to interview all applicants who meet the minimum and special qualifications of the position (including all Veterans and Disabled Veterans); or

2. Select a group of Veteran and Disabled Veteran applicants who most closely match the agency’s purposes in filling the position. This group of applicants may be considered along with non-veteran applicants who closely match the purposes of the agency in filling the position as determined by:

   a. Scored supplemental questions (including scored interviews): If the department utilizes, after an Initial Application Screening, scored supplemental questions to determine whom to consider further for Appointment, the department will add (based on a 100-point scale) five points to a Veteran’s score or 10 points to a Disabled Veteran’s score or;

   b. Un-scored supplemental questions: Un-scored supplemental questions done by sorting into levels (such as “unsatisfactory,” “satisfactory,” “excellent”) based on desired attributes or other criteria for further consideration will be accomplished by:

      1) Advancing the application of a Veteran one level;

      2) Advancing an application of a Disabled Veteran two levels.

F. Preference in un-scored interviews: A Veteran or Disabled Veteran who, in the judgment of the Human Resources Division Administrator or designee, meets all or substantially all of the department’s purposes in filling the position will continue to be considered for Appointment.

G. If a Veteran or Disabled Veteran has been determined to be equal to the top applicant or applicants for a position by the Human Resources Division Administrator or designee, then the Veteran or Disabled Veteran is ranked more highly than non-veteran applicants and, a Disabled Veteran is ranked more highly than non-veteran and Veteran applicants.

H. Preference described in Sections D through G of this policy is not a requirement to appoint a Veteran or Disabled Veteran to a position. The department may base a decision not to appoint the Veteran or Disabled Veteran solely on the Veteran’s or Disabled Veteran’s merits or qualifications.

I. A Veteran or a Disabled Veteran applicant not appointed to a position may request an explanation from the department. The request must be in writing and be sent within 30 calendar days of the date the Veteran or Disabled Veteran was notified that they were not selected. The department Human Resources Division will respond in writing with the reasons for not appointing the Veteran or Disabled Veteran.

J. Clients of the Oregon Department of Human Services programs who meet the eligibility criteria under Administrative Rule 105-40-060, Limited Competitive and Noncompetitive Appointments, should apply through the Employment Department for appropriate position
vacancies. The applicant must submit proof of current program participation at the request of the appointing authority before a job offer can be made.

K. Hiring managers shall conduct employment reference checks and other work-related background investigations on all finalists, to secure further information concerning the applicant’s qualifications and to verify statements contained in an application or a statement made in an interview.

1. Applicants shall complete a release form (Attachment B) authorizing the manager to conduct the reference check.

2. Managers shall use the Reference Check Form (Attachment C).

3. A copy of the release form and the completed reference form shall be retained with the interview notes.

L. ODFW employees, other state employees, and members of the public may:

1. Obtain information regarding ODFW employment opportunities by accessing the Internet and accessing the department’s website.

2. Request a review of disqualification within 10 calendar days for not meeting minimum qualifications as stated in the job posting. 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. Reapply to a specific job posting if the job posting is still open for application, unless department has determined a time period for reapplication. The most recent application submitted determines a qualified applicant’s placement on the eligible list.

Attachment A: Hiring Approval for Position at Salary Range 23 and Above and Guidelines
Attachment B: Request and Authorization to Release Information
Attachment C: Reference Check Form
Oregon Department of Fish & Wildlife
Hiring Approval for Positions at Salary Range 23 and Above and Guidelines

Position Classification: ______ Position Number: ______ Job Posting Number: ______

Working Title: ______

Interview Panel Members: ______

Individual Recommended for Position: ______ Current Employee? □ Yes □ No

If CHC is required for this position, has preliminary LEDS check been completed by HR? □ Yes □ No □ N/A

(Mark the appropriate boxes below. In order to complete the Affirmative Action information for finalists on the table below, contact the Recruitment Unit in HR.)

<table>
<thead>
<tr>
<th>Top Applicants Interviewed: #</th>
<th>Top Applicant Choice #1</th>
<th>Top Applicant Choice #2</th>
<th>Top Applicant Choice #3</th>
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<tbody>
<tr>
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<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Interview Score</td>
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<td></td>
</tr>
</tbody>
</table>

Total Points Possible: ______

**Justification for recommended First Top Applicant Choice** (including outcome of references): ______

How does this selection meet your Agency’s goals under the Agency Affirmative Action Plan? ______

**Justification for recommended Second Top Applicant Choice,** if applicable, in the event that the recommended top applicant declines job offer (including outcome of references): ______ How does this selection meet your Agency’s goals under the Agency Affirmative Action Plan? ______

Manager Signature __________________ Date __________ Phone Number ______

Contact for Notification (if other than manager): ______ Phone Number ______

Region or Division Approval * __________________ Date __________

Human Resources Approval __________________ Date __________

Director’s Office Approval __________________ Date __________

NOTE: Human Resources will notify hiring manager following Director’s Office Approval.

**Salary Information:**

* Hiring managers should obtain approval from the appropriate Region or Division as shown on the org chart.

* Current State of Oregon employees eligible for promotion (to higher salary range) may receive an increase to the next higher rate in the new salary range.

* New Hires must start at the 1st or 2nd step of the salary range unless an exception request has been approved using the Special Hiring Rate form (Attachment B, HR Policy 420_02).

* Lateral Transfers are not eligible for salary step increases.
GUIDELINES FOR COMPLETING HIRING APPROVAL FORM
ODFW

Be sure to complete all sections on the Hiring Approval form. Please use the following guidelines when completing the form:

- All required signatures for approval must be received prior to extending a job offer.

- Be sure to complete all requested information on the Hiring Approval form to avoid delays in receiving approval.

- You must complete applicant information for at least three individuals if three or more applicants were interviewed. This includes name, gender, ethnicity and interview score. Contact the Recruitment Unit to receive affirmative action information on your finalists.

Justification Section:

Your justification must include a specific comparison of the recommended applicant to the other top applicants. The comparison should include the skills and attributes required/desired for the position, what your decision was based on, and why this individual is the best suited to meet the demands and expectations of your position. Be sure to include a detailed explanation of the outcome of reference checks for each applicant.

Please attach an additional sheet if more space is needed for your justification.

Meeting Affirmative Action/Diversity Goals:

Under the section of meeting Affirmative Action/Diversity goals, please describe how this selection moves your division/region closer to achieving the Affirmative Action goals of the agency with respect to women and people of color. If the selection does not advance your division/region closer to their AA goals, simply state: “This appointment does not advance the agency’s Affirmative Action goals”.

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OREGON DEPARTMENT OF FISH AND WILDLIFE

Request and Authorization to Release Information,
Release of Liability and Claims, and Covenant Not to Sue

TO WHOM IT MAY CONCERN:

I, the undersigned, have applied for employment with the State of Oregon, Department of Fish and Wildlife. I voluntarily request and authorize you to furnish to the Oregon Department of Fish and Wildlife any and all information you may have regarding my employment, including but not limited to, evaluations or assessments of my job performance.

You may be furnished with an Employment Verification Form used by the Oregon Department of Fish and Wildlife to elicit and verify information related to my suitability for employment. I voluntarily request and authorize you to provide the information requested on the form, and return the completed form to the Oregon Department of Fish and Wildlife, or to participate in a phone or in-person interview with a representative of the department in which you provide the information requested on the form to the department's representative.

In consideration of your cooperation with this request, I hereby voluntarily agree to unconditionally release and discharge you and/or the successors, employees, officers and directors of your agency and/or organization from all claims, liabilities and causes of action, known or unknown, fixed or contingent that arise from or that are in any manner connected to any information regarding my employment, including, but not limited to, evaluations or assessments of my job performance and/or good faith expressions of opinions regarding my job performance. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession. I further voluntarily agree not to sue the State of Oregon, Oregon Department of Fish and Wildlife, you, and/or any and all other persons employed by or connected with your agency/organization as a result of the furnishing of any information regarding my employment, including good faith expressions of opinion regarding my job performance, to the Oregon Department of Fish and Wildlife.

I am aware and understand that the information and good faith opinions regarding my job performance furnished to the Oregon Department of Fish and Wildlife pursuant to this voluntary request will remain confidential with the department if requested by you, and will not be disclosed to me or any other person, except as required by law.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between you and your agency and/or organization and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

A photocopy or fax copy of this authorization may be deemed to be the equivalent of the original and may be used as a duplicate original.

____________________________________________________
Applicant's Name (Please Print)

___________________________________________________________
Applicant's Signature   Date

Revised Forms: May 7, 2014
Effective Date: May 15, 2012
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### Reference Check (via phone/in-person)

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>Oregon Department of Fish and Wildlife</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name:</td>
<td>Date:</td>
</tr>
<tr>
<td>Person Contacted:</td>
<td>Position or Title:</td>
</tr>
<tr>
<td>Company:</td>
<td>City and State:</td>
</tr>
</tbody>
</table>

### WHAT TO ASK

"I am (insert your name) with the State of Oregon, Department of Fish and Wildlife. I would like to verify the employment of (insert name of applicant), who has applied for a (insert position name) position with us. I have a signed release of information document from (insert name of applicant). Would you have a few minutes to answer some questions?"

1. What were the dates of his/her employment with your organization?
   - From/Start Date: |
   - Until/End Date: |

2. What type of work did he/she do for you?

3. What were his/her job responsibilities?

4. How well did he/she work under pressure or meet deadlines.

5. How would you rate him/her in the following areas?
   - Excellent | Good | Fair | Poor |
   - a. Overall Performance |
   - b. Initiative and Creativity |
   - c. Dependability |
   - d. Overall Attitude |
   - e. Ability to Work Independently |
   - f. Leadership Ability |
   - g. Oral Communication |
   - h. Written Communication |
   - i. Overall Good Judgment |

*If the response to any part of Question 5 is "Fair" or "Poor," ask for specifics and note them here:*
**6** What were his/her strong points?

**7** What were his/her weak points?

**8** How did he/she get along with:

- **Supervisors?**
- **Co-Workers?**

**9** Did he/she directly supervise others? ___ Yes ___ No

If yes, how many?

Directly: __________ Through 2nd level supervisor? __________

**10** Did he/she have management decision and policy formation responsibilities? ___ Yes ___ No

**11** Was he/she able to motivate and hold employees accountable? ___ Yes ___ No

**12** Was he/she able to treat staff fairly/consistently (e.g., performance appraisals, apply rules and regulations, performance standards)? ___ Yes ___ No

**13** Were his/her employees covered by a union contract agreement? ___ Yes ___ No

*If any response to Questions 11-13 is "No," ask for specifics and note them here:*

**15** Would you rehire this employee? ___ Yes ___ No

Why?

**16** Is there anything else that would be helpful to know about him/her?

"Thank you very much. If we can ever reciprocate, I hope you'll call on us." Or "Thank you very much for taking time to answer these questions. This information is very important to us."

**CHECKED BY:**

Name: ____________________________ Date: ____________________________