



Oregon

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MEMORANDUM

To: ODFW Employees

From: Curt Melcher, Director *Curt Melcher*

Date: May 5, 2018

Subject: ODFW Addendum – DAS Policy 40.000.02 Recruitment and Selection



The DAS Policy 40.000.02 Recruitment and Selection provides information on filling positions. ODFW has agency specific processes for the recruitment and selection process. This policy is amended as follows for ODFW:

Hiring Approvals:

The [Hiring Approval for Positions at Salary Range 23 and Above \(Attachment A\)](#) must be completed and approved prior to offering a position to any candidate.

Reference Checks:

1. Hiring managers shall conduct employment reference checks and other work-related background investigations on the top finalist, to secure further information concerning the applicant's qualifications and to verify statements contained in an application or a statement made in an interview.
2. Applicants shall complete a [Request and Authorization to Release Information form \(Attachment B\)](#) authorizing the manager to conduct the reference check.
3. Managers shall use the [Reference Check Form \(Attachment C\)](#).
4. A copy of the release form and the completed reference form shall be retained with the interview notes.