



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Recruitment and Selection	HR_440_04
Supersedes:	HR 440_04, dated November 1, 2010	
Applicability:	Applicants for ODFW positions, management service employees, and initial appointment to all classified positions.	
Reference:	State Rule 105-40-0010 and 105-40-0015	
Effective Date:	May 15, 2012	Approved: 

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 under-represented 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