



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Title:</b>	<b>Recruitment and Selection Process</b>	<b>DOC Policy: 20.4.5</b>
<b>Supercedes:</b>	<b>1/1/01</b>	
<b>Applicability</b>	<b>Applicants for DOC positions, Management Service employees, and initial appointment to all classified positions.</b>	
<b>Directives Cross-Reference:</b>		
<b>Rules:</b>	<b>ORS 240.145(3); 240.250; 240.306; 240.321(2); 240.99; 249.391; State Rule 105-40-010</b>	

**I. PURPOSE**

To establish the criteria and explain the process for filling vacancies.

**II. DEFINITIONS**

- A. Exam: may be in the form of a written exam, interview board, evaluation of experience and training, supervisor's rating or any combination of these.
- B. Alternate exam: an exam which is equivalent and used to rate applicants for the same job.
- C. Minimum qualifications: minimum experience, training, knowledge and skills for admission to an exam or for successful entry and performance in a class or position, or other pre-screening tools to evaluate applicant's suitability for employment.
- D. The retaking of an exam described in III., E., 4. below, applies to only written multiple-choice tests to measure technical/job competency.
- E. Temporary correctional security employees: certified applicants, processed through the same pre-screening and application process as all other certified correctional security applicants and are placed on the same applicant list.
- F. Certificate of Eligibles List for Correctional Officer is active for six (6) months, unless the functional unit requests differently.

**III. POLICY**

It is the policy of the Department of Corrections (DOC) 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 or other non-job related factors with proper regard for an individual's privacy.

- A. Hiring supervisors shall confer with the Recruitment Unit 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. DOC vacancies are generally filled through open competition. Exceptions may be made consistent with labor agreements to allow selection of employees for lateral transfer, and to provide agency-only promotional opportunities to forward DOC workforce development goals.
  2. Hiring supervisor confers with the Recruitment Officer and takes the following steps to initiate a recruitment process:
    - a. completes a Recruitment/Certification Request form;
    - b. reviews and updates Position Description;
    - c. determines method of filing the position;
    - d. develops application exam questions;
    - e. develops criteria for evaluating candidate responses;
    - f. forms a diverse interview panel;
    - g. develops interview questions and criteria to evaluate candidate responses; and
    - h. conducts employment references.
- B. Open competitive recruitment announcements will be open for a minimum of two (2) weeks.
1. The recruitment announcement shall include job requirements and any special qualifications, salary, selection method, how, when, and where to apply, the length of the recruitment, the type of exam, if any, and the basis and method for an applicant's request for review of disqualification.
  2. Any exams administered shall be competitive, unbiased and of such content as to assist in determining an applicant's qualifications to perform the work
- C. An applicant shall complete an official State of Oregon application (PD100) and follow the instructions on the recruitment announcement within the designated time period.
1. An applicant claiming veteran's preference points must submit as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD214) with the State of Oregon application (PD100).
  2. 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.

3. An applicant who has been certified as severely disabled by the Vocational Rehabilitation Division (VRD) or the Oregon Commission for the Blind (OCB) may apply to the H.I.R.E (Hiring Individuals Ready for Employment) System. The certified applicant works with an OCB or VRD Counselor to learn of vacancies and apply through the open competitive process. H.I.R.E. system qualified candidates will automatically appear at the top of open competitive recruitments with an "HR" next to their names. Their eligibility on generic hiring lists allows them to appear as qualified whether or not the announcement included test questions.

Hiring supervisors may send H.I.R.E. System applicants a letter offering an interview and include a copy of the position description. If test questions were a part of the announcement, hiring supervisors may also request the questions be answered by a specific date. H.I.R.E System applicants will review the position description to determine whether they meet the special requirements of the position and whether they wish to respond to the test questions. Not responding to the test questions will not eliminate HR candidates from further consideration, but may affect their overall score.

- D. Hiring supervisors shall conduct employment reference checks, criminal background and other work-related background investigations on department (employees) applicants and new applicants, to secure further information concerning the applicant's qualifications and to verify statements contained in an application or a statement made in an interview. An adjustment may be made to the applicant's rating if information obtained materially affects the applicant's rating of experience, training, or suitability.
- E. DOC employees, other state employees, and members of the public may:
  1. Obtain information regarding DOC employment opportunities by accessing the Internet, accessing the department's web site, accessing the state job-line, visiting a local office of the Employment Department where recruitment announcements are posted or at DOC institutions where recruitment announcements are posted.
  2. Request a review of disqualification within 10 calendar days for not meeting minimum qualifications as directed in the recruitment announcement. Any changes due to a disqualification review shall not affect the previous selection decision(s) concerning other applicants.
  3. Request a review of exam results for reevaluation within 10 calendar days from the date of the grade notice from DOC or the Department of Administrative Services. The review shall be limited to the verification of scoring and any changes due to a review shall not affect the previous selection decisions concerning other applicants.
  4. Retake an exam if more than three (3) months have elapsed since the exam was previously taken and if the recruitment is still open to application. On delegated exams, DOC may determine the time period

before retesting. The most recent score obtained shall determine the candidate's placement on the eligible list or failure to make the list.

- F. Human Resources Division may establish and administer recruitment and selection processes for specific positions, including the development and administration of job related screening and assessment tools and methods.
- G. Human Resources Division may develop and administer alternate recruitment processes for specific classifications.
- H. Correctional offer series applicants take a Work-Style Behavior Survey and a Correctional Officer Test that establishes them on a scored, rank ordered correctional officer applicant list. The Work-Style Behavior Survey is a multiple-choice survey that addresses applicant behavior in the workplace and evaluates applicant suitability to work in DOC's correctional environment. The Correctional Officer Test describes a variety of situations prospective applicants might find themselves experiencing in a correctional workplace. It provides a multiple-choice set of answers from which an applicant can then select the appropriate response.
  - 1. All correctional officer applicants who are not currently permanent DOC employees complete both the Work-Style Behavior Survey and the Correctional Officer Test. Non-DOC applicants for corporal and above take only the Work-Style Behavior Survey.
  - 2. Current DOC employees, unless demoting or pursuing a lateral transfer to correctional officer, must take the Correctional Officer Test to establish them on the scored, rank-ordered list.
  - 3. Individuals eligible for re-employment with DOC and interested in becoming a correctional officer must submit a correctional officer application packet for review by Recruitment. These individuals are exempt from the Work-Style Behavior Survey, but may take the Correctional Officer Test to establish their names on the scored, rank-ordered correctional officer list.
  - 4. Applicants who do not pass the Work-Style Behavior Survey are not eligible to reapply for twelve (12) months after the date they first took the survey. Applicants who pass the Work-Style Behavior Survey but fail the Correctional Officer Test may retake the test six (6) months after they first took the test. Applicants do not have to take the Work-Style Behavior Survey if they pass it the first time. Pursuant to the Public Records Act (ORS 192.410 – 192.505), contents of the survey and test are for DOC use only, and an applicant's survey and test results are not disclosed to the applicant other than written notification of either Accepted or Not Accepted and the test score itself that is provided to the applicant by the Department of Administrative Services in the Applicant & Examination Notice.
- I. Supervisors may fill permanent positions with temporary employees:

1. If the temporary employees are currently working in the classification of the permanent position and meet the following conditions:
  - a. they were initially hired from a random-selection Certificate of Eligibles and interviewed through an open competitive interview process; and
  - b. the Certificate of Eligibles from which the temporary appointment was made is still active; and
  - c. all temporary employees who meet the above conditions and work in the same classification within the work unit where the vacancy is to be filled are interviewed for the position.
2. If the Certificate of Eligibles from which the temporary appointment was made has expired, or the temporary employees was not hired from a Certificate of Eligibles, then the hiring supervisor or designee shall:
  - a. request a Certificate of Eligibles with one or more names; and
  - b. add the name(s) of all temporary employee(s) working in the same classification and work unit to the Certificate of Eligibles L

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.