Applicant Selection and Screening Process (Permanent Competitive Positions)– 03.30.17

SharePoint tracker updated

Request to Fill

Hiring Manager/Office Manager

- Need to fill a position
- Evaluate and revise PDQ, as necessary
- Submit to HR Specialist for review
- Submit signed PDQ
- Approve and Sign PDQ - supervisor and AA (or delegate) signature required
- Submit RTF PCR
- Approve job announcement

Hiring Authority

- Approve RTF PCR

HR Specialist

- Review PDQ
- Is PDQ sufficient? (No → Submit to HR Specialist for review; Yes → Draft job announcement)
- Draft job announcement
- Announce position

Applicant Review

HR Specialist

- Discuss and determine evaluation process with HR Specialist
- Does comparative analysis need to be conducted? (Yes → Multiple comparative analyses may be needed. Comparative analysis is optional if less than 6 eligible candidates; No → Disposition candidates for comparative analysis)
- Disposition candidates for comparative analysis
- Select panel members for comparative analysis
- Panel members participate in comparative analysis and send scores to HR
- Review candidates for minimum qualifications
- Disposition candidates for minimum qualifications
- Create eligible list and send referral list to hiring department
- Conduct final interviews and reference checks
- Select preferred candidate
- Provide final outcomes and top candidate to HR Specialist
- Disposition candidates for eligible and referral list eligibility
- Process RTF PCR

Top Candidate

- Apply for position

Salary and Job Offer

HR Specialist

- Determine salary offer
- Is additional department approval required? (No → Contact candidate and discuss conditional job offer, salary, and start date; Yes → Is salary approved?)
- Is salary approved? (No → Is additional department approval required?; Yes → Contact candidate and discuss conditional job offer, salary, and start date)
- Complete Salary analysis
- Send approved salary analysis to hiring manager
- Review and approve salary analysis
- Contact candidate and discuss conditional job offer, salary, and start date
- Does candidate accept offer verbally? (No → Candidate Screening; Yes → Draft conditional job offer letter)
- Draft conditional job offer letter
- Sign Conditional Job Offer letter and submit to HR Specialist
- Review job offer letter and submit letter and background screening to Candidate

Top Candidate

- Submit signed Conditional Job offer letter by deadline to HR specialist

Candidate Screening

HR Specialist

- Receive confirmation email that background information submitted by candidate
- Forward email to correct HR Specialist
- Receive email that screening is complete
- Is screening clear (automatic pass)? (No → Review results with HR Director for approval; Yes → Does candidate pass screening?)
- Notify Hiring Manager of results
- Does position require CDL? (No → Contact candidate to discuss results; Yes → Request additional required screenings)
- Contact candidate to discuss results
- Does candidate pass screening? (No → Notify department and candidate that candidate did not pass screening; Yes → Notify Hiring Manager that candidate passed screening)
- Notify department and candidate that candidate did not pass screening
- Update vendor to indicate candidate did not pass screening
- Notify Hiring Manager that candidate passed screening
- Update vendor to indicate candidate passed screening
- Send copy of signed job offer letter to Hiring Manager
- Disposition and notify remaining candidates
- Must notify remaining candidates within 10 days of job offer
- Close out red folder and send referral packet to HR Technician
- Does candidate pass CDL screenings? (Yes → Confirm job offer and start date with candidate)
- Request additional required screenings
- Complete physical and drug testing

HR Director

- Review results with HR Director for approval

Top Candidate

- Does candidate accept offer? (No → Candidate Screening; Yes → Submit background information to vendor within 3 days)
- Submit background information to vendor within 3 days
- Receive confirmation email that background information submitted
- Receive background screening results

New Hire Processing

Hiring Manager/Office Manager

- Confirm job offer and start date with candidate
- Are conditions other than the start date changing? (Yes → Revise Job Offer letter and obtain signatures; No → Is the start date changing?)
- Is the start date changing? (Yes → Inform HR to edit job offer letter; No → Complete new hire packet (including IIAR) and PDT or Hire Non CDOT PCR)
- If start date changes for SES or Term position, new offer letter must be signed
- Inform HR to edit job offer letter
- Complete new hire packet (including IIAR) and PDT or Hire Non CDOT PCR
- Re-evaluate options with HR

Hiring Authority

- Sign revised job offer letter and submit to HR
- Approve PCR

HR Specialist

- Review revised job offer letter and submit to Candidate
- Notify Hiring manager and provide copy of signed offer
- Receive email notification PCR approved

Top Candidate

- Submit signed revised job offer letter by deadline to HR specialist
- Employee starts in new position