

RECRUITMENT AND POSTING OF VACANCIES

Number 4.0

Effective: September 13, 2015

Supersedes: Policy 4.0 dated August 4, 2008

Subject: RECRUITMENT AND POSTING OF VACANCIES

Applicable To: All applicants for employment with the Executive Branch of the State of Vermont. NOTE: Although this policy generally applies to all recruitment, certain aspects of it are specific to recruitment of classified positions only.

Issued By: Department of Human Resources

Approved By: Justin Johnson, Secretary of Administration

PURPOSE & POLICY STATEMENT

It is the policy of the State of Vermont to meet its workforce needs through systematic recruitment and selection programs that identify, attract, and select the most qualified applicants for State employment, while at the same time providing equal employment opportunity for all applicants.

The hiring of applicants for all positions shall be carried out with consideration of the balance of skills needed to maintain the State's ability to meet the demand for services as well as encouraging diverse representation in the workforce. The State's programs and practices shall foster internal advancement opportunities for current employees.

The Department of Human Resources (DHR) is responsible for monitoring the effectiveness of agency/department recruitment and selection procedures in accordance with applicable policies and law. No selection decision shall be made that would constitute unlawful discrimination in violation of state and/or federal law. Agencies and departments are responsible for maintaining recruitment and selection data and documentation to support hiring decisions. In addition, agencies and departments must provide information to DHR to prepare reports required by statute.

DEFINITIONS

Classified - includes all positions and categories of employment by the State, except as otherwise provided by law (see 3 V.S.A. §311).

Job Class - a grouping of one or more positions that is sufficiently similar in the duties performed; degree of supervision exercised or received; minimum requirements of training, experience, or skill; and other characteristic. These similarities allow the same title, test of fitness, and pay grade to be applied to each position.

Job Opening - the details specific to a vacant position that a department wishes to fill, which is entered into VTHR, the State of Vermont's electronic human resources database. The job opening is listed on the DHR website, where applicants must apply to individual job openings to be considered for the position.

Job Specification - a document that describes the job duties and minimum education and experience qualifications of the job.

Mandatory Interview - applicants with disabilities may request mandatory interview status through the DHR Labor Relations Division. Applicants who qualify for this status and who apply for a job opening must be offered an interview by the hiring authority (see Personnel Policy 3.2 – Reasonable Accommodation, for more information).

Minimum Qualifications - criteria established for the initial screening of job applicants. Minimum qualifications are usually expressed in terms of the nature and amount of formal education, training, work experience, as well as any special requirements such as licenses, certifications, or physical standards. Minimum qualifications are set at a level that provides a reasonable likelihood that a candidate for the job possesses the most important minimum required knowledge, skills, and abilities to adequately perform entry level work in the job.

RIF-Clear - the process by which a vacant classified bargaining unit position is reviewed by the DHR Recruiter to determine whether the position must be offered to someone with mandatory reemployment rights to that vacancy, prior to posting a job opening.

GENERAL

4.01 – Posting and Recruitment for Classified Positions

The recruitment and selection process shall be consistently applied and non-discriminatory, so that it promotes open and fair competition and provides for the hiring of a diverse workforce.

Each classified position to be filled must be posted online on the DHR website, and the selected candidate(s) must be prepared for hire through VTHR. This includes all positions for which an agency or department wishes to recruit internally for promotional or transfer opportunities for their employees. It is the responsibility of the hiring manager to verify that the position to be recruited has the correct information regarding location, pay grade and status and, if the position is limited service, to establish that the position has current funding and is not expired.

It is up to the agency or department to determine whether the position is to be recruited internal to the agency or department, departments internal to State government (State promotional), or whether external applicants will be considered concurrently with the internal applicants. Promotional opportunities that are open only to employees of the agency or department are not subject to RIF clear as outlined in section 4.05, provided that the resulting vacancy is open to all applicants. State promotional opportunities are also open to applicants who are eligible for Veterans' Preference.

A State employee still in original probation or current temporary or exempt employees may only apply for positions that are posted externally.

4.02 – Posting and Recruitment for Non-Classified Positions

Exempt - While not required, agencies and departments are encouraged to post exempt openings using VTHR.

Temporary – Temporary positions must be posted and prepared for hire through VTHR with the following exceptions:

- Decentralized recruitment for temporary hiring may be authorized through a Memorandum of Understanding (MOU) between DHR and the hiring department. The MOU will specify how the hiring department will meet notification requirements to ensure that temporary hiring is compliant with the Affordable Care Act.
- Direct hiring of temporary employees is authorized when no recruitment process (job posting) is required to generate an applicant pool to find a suitable candidate for the position. In such instances, the hiring manager shall be required to extend a written offer of employment and clearly state that employment will not exceed 1280 hours per calendar year

No offer of employment to a temporary employee may be for more than 1,280 hours of work per calendar year.

4.03 – Job Opening Posting Period

The minimum posting period for all classified position vacancies is ten (10) full work days. State holidays, weekends and partial days do not count as work days for the job opening posting period. The hiring manager may request a longer posting period for positions that are difficult to fill. The hiring manager may not make a job offer on a job opening that remains open for applications unless the job opening is for multiple vacancies that remain unfilled or the job opening was posted without an application deadline (“open until filled”).

Departments that wish to place an advertisement for a particular job opening should ensure that the opening is entered into VTHR on a timely basis to coincide with the advertising deadlines.

4.04 – Reposting a Job Opening

If the minimum qualifications of a job class under recruitment are changed after a position has been posted, the job opening must be reposted for a minimum of five (5) workdays following the change.

Openings may also be reposted after the initial application deadline when there are insufficient qualified candidates for the hiring manager to consider. The Recruiter will consult with the hiring manager to determine if the posting will be reopened for a specific period of time or if the original job opening will be cancelled and a new job opening posted in its place. If a new application deadline has been posted, applications must be accepted up to the new deadline.

4.05 – Reemployment for Employees with Recall Rights

Some permanent status employees may have mandatory reemployment rights to vacant classified bargaining unit positions (see the Reemployment Rights Article of the current Collective Bargaining Agreements). Consequently, the position must be "RIF-Cleared" by DHR Recruitment Services prior to beginning the recruitment process. Non-classified, and confidential or managerial classified position vacancies are not required to RIF-Clear.

The hiring manager will be notified in writing by the Recruiter of any applicant(s) with mandatory rehire rights. The hiring manager must contact this applicant within three (3) work days to discuss the position. The hiring manager should provide the applicant with a written offer of employment. No further recruitment efforts will take place if the individual accepts the position. If there is no employee with mandatory reemployment rights, or if the individual(s) with rights declines the position, the recruitment process may begin.

4.06 – Application Form

All applicants who wish to apply for a classified position vacancy with the State of Vermont must complete and submit an online job application via the DHR website. Applicants are encouraged to contact DHR Recruitment Services to discuss/seek assistance or accommodation with the online application process. In some instances an applicant may desire to pursue formal measures to obtain a Reasonable Accommodation in accordance with the Americans with Disabilities Act (see Personnel Policy 3.2 – Reasonable Accommodation, for more information).

Applicants must select and apply for individual job openings that are of interest to them. All screening questions must be answered for the application to be considered

complete. Applicants must provide sufficient details in the application or optional resume to verify their responses to the screening questions and demonstrate that they meet the minimum qualifications.

The online application requires applicants to certify that all information they entered is correct and complete to the best of their knowledge. This includes the online application, screening questions and any attachments to the application. The State of Vermont may verify information, and untruthful or misleading answers are cause for rejection of the application, or dismissal if employed with the State of Vermont. A submitted online application constitutes an application signed by the applicant.

For classified positions, hiring managers may not consider applicants who submit resumes or cover letters directly to them in lieu of completing the online application. For exempt or temporary positions, the method of application must be specified in the posting. Any application form that is external to the DHR website must be provided or approved by the Commissioner of Human Resources.

Applicants must successfully apply for individual job openings prior to the closing date and be found eligible to be considered for that position.

4.07 – Screening and Eligibility Determination

DHR Recruitment Services is responsible for screening all applications and for the final determination of eligibility. Eligible applicants are routed to the HR Administrator and/or hiring manager by the DHR Recruiter.

Screening criteria for a job opening are determined by the Recruiter, with input from the HR Administrator and the hiring manager, based upon the minimum education and experience requirements as outlined in the job specification. Additional screening questions may be used for preferred qualifications.

Once the required minimum posting period ends, the recruiter screens the applicants. Those applicants who meet the minimum qualifications for the job opening will have their applications, cover letters and resumes (if applicable) routed to the department for consideration. In cases where the hiring manager has requested a posting period longer than the minimum ten (10) work days, the Recruiter will consult with the hiring manager to determine a schedule for screening and routing candidates.

Applicants whom the Recruiter finds do not meet the minimum qualifications for the job opening will not have their applications routed to the department, and may not be considered for the position. Any questions regarding an applicant's eligibility must be directed to the DHR Recruiter assigned to the job opening.

It is the responsibility of the hiring manager or HR Administrator to verify that the candidate of their choice actually possesses the required minimum education and

experience qualifications as outlined in the job specification, as well as the accuracy of data contained in the application, prior to making an offer of employment.

4.08 – Performance Examinations

Some State of Vermont job classes require that applicants demonstrate specific skills. Performance exams may be administered with approval and oversight of DHR Recruitment Services.

Typing tests are administered online with scores based on speed and accuracy. Because these tests are not proctored, applicants must certify that they are the actual test taker and understand that their application may be rejected if there is any attempt to falsify individual results.

Typing tests may be retaken one week from the last date the applicant took the test. The score will remain valid as long as the test is active, or until the applicant retakes the test. If an applicant retakes the test, the most recent score will be the one used for determining the applicant's eligibility, even if the previous score was higher.

4.09 – Advertising

The decision to advertise is at the discretion of the agency or department where the vacancy occurs. Costs of advertising are the responsibility of the agency or department that places the ad and it is the responsibility of the hiring manager to obtain approval for the expenditure prior to submitting an ad request.

The State of Vermont's Coordinated Advertising Program is managed by DHR Recruitment Services. Individual ads are consolidated weekly into a single ad that runs in specific newspapers. Placement of job advertisements on specific websites is also coordinated by DHR Recruitment Services. Details of the vendors included in the Coordinated Advertising Program are posted on the DHR website.

The State of Vermont Advertising Guide offers guidance in writing job advertisements. This guide may be found on the DHR website.

Approved:

Justin Johnson
Secretary of Administration

Date