

ODNR INTERVIEW AND SELECTION PROCEDURE

Effective	March 15, 2011
Purpose	To provide standardized guidelines for the interviewing and selection of applicants for posted positions and to provide objective selection guidelines for equal treatment of all applicants.
Authority	ORC 124.27 and 124.30 OCSEA Article 17 FOP Article 31
Reference	ODNR Nepotism Policy ODNR Recruitment Directive ODNR Posting and Prescreening Procedure Prescreening Criteria Form (DNR 1230) Request for Employment Information Form (DNR 1232) Applicant Flow Data Sheet (DNR 1209)
Resource	Office of Human Resources Personnel Services Section

Scheduling of Interviews

The divisions/offices will be responsible for contacting all applicants to set up the interviews. The list of applicants to be interviewed consists of names of individuals who have met pre-screening requirements. Within ten (10) working days after receipt of the applicant list and no later than three (3) days prior to holding the interviews, the divisions/offices will provide the Office of Human Resources (OHR) a list of all times, dates and locations of the interviews. Periodically, OHR will monitor interviews within the department. This participation will allow OHR to ensure the interviews are comprehensive, fair and professional. OHR will not be scoring the interviews unless requested.

Interview Panel

An interview panel shall conduct all interviews within the following guidelines. For all positions, the panel shall consist of a minimum of two (2) exempt persons knowledgeable of the job. One panel member shall be either a staff or line supervisor of the position. When a position's duties require direct coordination with another division/office, one of the panel members may be appointed from the division/office with each Chief's approval. The panel will name a lead interviewer. However, each panel member should participate in the interview. Each panel member will have a copy of the interview form and will record applicant responses for each question. Panel members must remain the same throughout the entire interview process. The interview form must include space for the interviewers name, date, interviewees name, position number (PN), and classification of

the position.

Interview Questions

Prior to an applicant packet being released, a copy of the structured interview questions and pre-screening criteria are to be submitted to the designated OHR Analyst. The designated Analyst will review the information in order to determine that the questions are appropriate, comprehensive and meet legal requirements. Interviews may consist of direct questions, problem solving exercises and skills review. All problem solving exercises and skill review exercises must be evaluated against a predetermined evaluation method and also must be submitted to OHR for review prior to their usage. Questions may be weighed based on their importance to the position. Questions must be job related and are to be derived from the Job Duties, Major Worker Characteristics, and Minimum Qualifications taken directly from the job posting. Direct questions should address the applicant's education and/or experience in the subject area. Questions shall be scored and evaluated against a predetermined answer key. Questions on non-merit selection criteria (i.e., career goals, reasons for applying, additional qualifications, etc.) are not scored.

Interview Components

The interview process should consist of three (3) components - the Orientation, the Interview, and the Closure. The Orientation is a greeting and warm up between the interviewing panel and the applicant. During the orientation, the lead interviewer shall explain the structured interview process to the applicant, explain that all applicants will be asked the same questions, and give the applicant copies of the position description, posting and ODNR table of organization. The Interview portion of the process shall consist of not less than five (5) related questions and shall be scored using a predetermined answer key. The Closure is the interview wrap up. Ask if the applicant would like any questions repeated. Go back and add applicant response if necessary. Close the interview and explain when and how the applicant will be notified. Thank the applicant for their time and participation. Reference checks are of extreme importance and will be completed in the selection process. The division/office should contact previous employers regarding the applicant's past job performance. This may be accomplished by telephone or through the use of the Request for Employment Information Form (DNR1232). Many employers will not provide reference information over the telephone. In these instances, the reference check form should be utilized. If an applicant is rejected based on a reference, the reasons for rejection should be noted on the interview form.

Scoring

Directly following each interview, the interview shall be scored. The panel members may discuss the applicant responses, however, the panel members need not agree to points awarded. The applicant's final score will be determined by dividing the composite score

by the number of panel members. Applicants will be ranked in descending order.

Selection

After the interviews are completed, each division/office will submit a request to hire memo to the Office of Human Resources. The applications of those interviewed, along with, the Applicant Flow Data (DNR 1209) shall be attached to the approval to hire memo. OHR will submit the selection to the Director for review and approval. Once a selection has been made, the OHR Analyst will notify the division/office personnel contact, if none, then the applicant directly. It will be the responsibility of the divisions/offices to offer the position to the successful applicant. However, offers will be contingent upon the approval of the personnel action (PA) by the Department of Administrative Services. The divisions/offices will notify all unsuccessful applicants, including those not selected due to the position being filled pursuant to a collective bargaining contract. Criteria such as background investigations, physical examinations and drug tests may be utilized to deny employment.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
<u>David Mustine</u>	<u><i>David Fog</i></u>	<u>3/2/11</u> Date