

Three-Rank Eligible List Pilot Study Hiring and Documentation Requirements

During the Three-Rank Eligible List Pilot Study, hiring interviews must be considered an integral component of the competitive examination. Therefore, in order to ensure that the hiring process is fair and competitive, the hiring interviews shall use a job-related structured interview process that shall conform to the following standards:

- Relevant job-related criteria shall be developed for determining which candidates shall be selected to interview
- Job-related core interview questions shall be developed to assess the fitness and qualifications of each candidate to perform the duties of the position.
- Job-related rating criteria shall be developed for scoring the candidates' responses to the core interview questions.
- Each candidate shall be required to respond each of the core interview questions.

Below is a description of the hiring process that should be followed and the resulting documentation that must be maintained for each appointment from a three-rank eligible list. All probationary reports must be completed on time. Hiring process and probationary report information shall be available for review at anytime during or after the Pilot Study by staff from the State Personnel Board and/or Human Resources Modernization Project.

Department: _____

Classification Title: _____

Employee Name & Position Number: _____

Effective Date: _____

Complete	Step	Documentation Required
1.	Advertise vacancy on VPOS	Copy of advertisement.
2.	Review applications using pre-determined job-related screening criteria	A statement describing the pre-determined job-related screening criteria. Total # of apps received: _____.
3.	(Optional) Solicit job-related supplemental information for further screening	Copy of document that solicited job-related supplemental information (e.g. Supplemental questionnaire, etc.
4.	Schedule Interviews	A statement describing the job-related screening criteria used to schedule interviews. Total # of candidates scheduled: _____.
5.	Conduct Interview	Copy of job-related core interview questions and a description of the rating criteria used.
6.	Make selection/appointment	Statement describing what specific qualifications made the appointee the most qualified person for the position.
7.	Human Resources/Personnel Division's authorization to make the hiring commitment	A statement from HR verifying eligibility of the selected applicant and giving clearance to make a hiring commitment. (HR must verify the applicant meets the minimum qualifications/alternate range criteria for the proposed hire.)
8.	Complete 1st Probation Report CFR 101.11(c)(1) Due Date: _____	Copy of Probation Report.
9.	Complete 2nd Probation Report CFR 101.11(c)(1) Due Date: _____	Copy of Probation Report.
10.	Complete Final Probation Report CFR 101.11(c)(1) Due Date: _____	Copy of Probation Report.