



Working Title: _____ Position #: _____ Supervisor: _____

****Check collective bargaining agreements for specific requirements. Adjust the process as necessary.****

HIRING PRELIMINARIES

- **1. If applicable, request a bid review through HR to determine if any employee with bid eligibility has submitted a bid for the new or permanently vacated position.
- 2. Confirm position is funded, on the approved staffing plan, and obtain appropriate approval to fill the vacancy through the chain of command (e.g. exception to hiring freeze, mid-management hiring justification, double/multi fill, etc).
- 3. Review the Position Description and update as necessary.

FILLING THE VACANCY

- 4. Develop interview questions and rating guide based on the knowledge, skills, and abilities identified in the Position Description. HR must review all questions prior to conducting interviews. Ensure copies of the questions and skill assessment tools are kept secured and confidential.
- **5. If considering internal transfers and/or voluntary demotions only:
 - Vacancy may be posted to the Outlook bulletin board for non-represented positions for at least three days.
- 6. Request a requisition be initiated. Contact local HR office to recruit and/or obtain a list of candidates from an established applicant pool. Provide position number, location, supervisor name, specific skills/matrix codes, and any additional required information.
- **7. Screen referred candidates for certification. You will receive a list of candidates for screening to identify the candidates who will advance to selection/interview process. HR will assist you with the screening process, and provide feedback and suggestions. Verify degree and/or verify current license, as required for the position.
 - Do not proceed to the next step until you have certified the interview candidates with Human Resources.
 - **PLEASE NOTE: SHB 2974** Prohibits health care providers who have had their licenses revoked in another state from practicing in Washington until disciplinary proceedings are completed.
 - **PLEASE NOTE: SHB 2654** Prohibits sex offender treatment to be provided by a provider who has been convicted of a sex offense.
 - If unable to reach via phone, contact candidates, by email and/or correspondence asking them to respond within five working days or they will be considered as waiving the opportunity for consideration.
 - Notify local HR immediately of any waives so additional names can be referred. Inform HR of the candidates advancing to interview for processing of certification candidate list.

INTERVIEWS AND SELECTION

- 8. Select panel members. Select three or more panel members, reflecting diversity when possible. It is recommended panel members be at the same or higher level classification than the position.
- 9. Contact certified candidates to schedule interviews. If interviewing at a facility, you must obtain the required information to complete the required visitor form to provide clearance into the facility. Tell candidate to bring a completed/updated resume, most recent evaluation, and a list of three or more professional references to include their current and previous supervisor/employer. Supervisor may request additional information.

INTERVIEWS AND SELECTION (continued)

10. Prepare candidate and panel packets. Candidates are to complete and/or review the following documents prior to or at the time of the interview:
- ✓ Copy of current Position Description (allow each candidate time to review the position description prior to beginning the interview);
 - ✓ Authorization to Release Information (DOC Form 03-068);
 - ✓ Applicant Criminal Conviction Disclosure (DOC Form 03-031);
 - ✓ Request for Criminal History Record Information NCIC/WACIC Check (DOC Form 05-370)
NOTE: Must be completed in accordance with Department policy and/or state statutes; and
 - ✓ Any other required documents.
11. The supervisor/panel lead clarifies the interview process with panel members prior to the interview ensuring an equitable process for all candidates. Panel must be informed that all information obtained during the interview process is confidential. **THE SUPERVISOR IS RESPONSIBLE FOR THE INTEGRITY OF THE INTERVIEW MATERIAL THROUGHOUT THE ENTIRE PROCESS.** At the end of the interview process, compile all applicant interview materials for each candidate and maintain in secure area.

BACKGROUND/REFERENCE CHECK

12. Conduct reference checks, personnel file review, and criminal history record checks on only those candidates being given serious consideration.
- Complete thorough reference checks on the top candidate(s). Professional reference checks should include current supervisor.
 - For all current state employees, conduct a review of their personnel file. If necessary, contact local HR for assistance.

APPOINTMENT APPROVAL REQUEST

13. Consult with HR to identify appropriate salary amount in order to ensure it is set in accordance with applicable rules and regulations. Complete a Salary Exception form as required for approval.
14. Prepare appointment approval packet, which consists of:
- ✓ Appointment Approval Request;
 - ✓ Pages one and two of the Hiring Checklist;
 - ✓ Application and/or resume;
 - ✓ Reference checks for recommended candidate(s);
 - ✓ If applicable, criminal history background check information;
 - ✓ If applicable, DOC 03-362 Washington General Services Salary Exception for salary above the minimum; and
 - ✓ Other materials as required by the Appointing Authority
15. Forward complete appointment approval packet to HR for review and approval. NOTE: Retain a copy of applicants' contact information (e.g. address, phone number, email, etc.) for notification of hiring decision.
16. A JOB OFFER OR SALARY COMMITMENT OF ANY KIND SHALL NOT BE MADE UNTIL THE APPOINTING AUTHORITY SIGNS THE APPOINTMENT APPROVAL REQUEST.
17. If necessary, HR will contact you for additional information/clarification. HR will then forward packet to Appointing Authority for review and approval. The appointment approval packet is reviewed by the Appointing Authority for approval/disapproval and returned to HR. HR will ensure the supervisor is notified by phone and/or email of the hiring decision (approval/disapproval).

Supervisor's Signature

Date

Print Name



Working Title: _____ Position #: _____ Supervisor: _____

Candidate: _____ Start date: _____

MAKE JOB OFFER

- 18. Offer appointment to the selected candidate:
 - If the selected candidate accepts the position:
 - ✓ Advise the successful candidate of starting salary and confirm the start date, which MUST be the 1st or 16th of the month and notify HR of confirmed start date.
 - ✓ Only after the selected candidate accepts, you must ask, "Are you able, with or without accommodation, to perform the tasks required for the job?"
 - ✓ If the selected candidate indicates that a disability may prevent him/her from performing essential duties, you may ask, "What accommodations would you need to perform these essential duties?" If accommodations are noted, immediately contact HR for assistance.
 - ✓ All new employees must attend new employee orientation. If the start date does not correspond with the next scheduled new employee orientation, then coordinate with the Performance Department and other appropriate resources to complete required paperwork.
 - If the recommended candidate does not accept the job, contact HR.

NOTIFICATIONS AND COMPLETING THE HIRING PROCESS

- 19. Advise all other candidates they were not selected. It is preferred that agency promotional candidates and those interviewed in final process are notified either in person or by telephone.
 - Announcement of appointment may be posted to the agency Outlook mail bulletin board.
- 20. Ensure all staff that need to know of selection and start dates are notified via established practice.
 - All new employees must report to their local Human Resources office and Payroll office within the first three working days to complete all necessary paperwork.
 - If required, ensure new employees are registered to attend NEO, Correctional Worker Core, and/or Adult Services Academy in accordance with Department policy.
 - If necessary, ensure you complete and submit an IT-DOC System Access Request (DOC 08-012) prior to the employees start date.
 - If required, all staff with access to criminal history "rap sheets" must read and sign the CJIS letter regarding criminal history procedures and policy.
 - If the employee will manage any personal or client service contract(s), then the employee must satisfy the mandatory OFM contract training requirement. Please immediately notify the Contracts and Legal Affairs Office of the employee's name, position, and type of contract(s) managed. Send information to the Contracts and Legal Affairs mailbox (ContractsandLegalAffairs@Doc1.Wa.Gov).
- 21. Return all materials collected and generated by the hiring process to HR for filing. Please do not keep copies of these materials. IN ACCORDANCE WITH THE RECORDS RETENTION SCHEDULE, ONCE THE INTERVIEWS ARE COMPLETED, ALL DOCUMENTATION ASSOCIATED WITH THE INTERVIEWS MUST BE MAINTAINED BY YOUR LOCAL HR OFFICE.

I certify that all required steps outlined on this WGS Hiring Checklist has been completed.

Supervisor's Signature _____

Date _____

Print Name _____

*The contents of this document may be eligible for public disclosure.
This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.*