

Selection Committee

- Committee should be diverse
- Members should be familiar with the basic responsibilities of the position
- Each member of the committee should be present for all interviews/meetings. If that cannot happen, that person should not be on the committee.
- Screen applicants based on job related criteria from the job posting, using a matrix. Only one matrix should be submitted. All CVs/Resumes/Applications should be reviewed for the entire period the posting is open, whether or not interviews have begun. Candidates cannot be excluded based on salary, locality, or other non-job related factors. If a screening matrix is not utilized ensure appropriate justification for selection/non-selection for each candidate.
- Send one screening matrix to the HR Employment Staff for approval prior to scheduling interviews. HR intends to assist in ensuring a diverse pool is interviewed.
- All candidates must be considered equally, whether or not interviews have been conducted. If the posting is available for candidates to apply, all must be considered and included in the screening process.
- Do not use any social networking sites as part of the selection process
- If a candidate is a veteran and meets the minimum qualifications of the position, and you interview candidates who meet the preferred qualifications, that person should receive credit towards a preferred qualification just for being a veteran. If the veteran has a service connect disability that person should receive credit towards two additional preferred qualifications. If the person is the surviving spouse or child of a veteran who was killed in the line of duty, that person should receive credit towards a preferred qualification. This only applies if there are no veterans: if the candidate is a member of the National Guard and has satisfactorily completed the required initial active duty service, that person should receive credit towards a preferred qualification. For more information please see DHRM 2.10 Hiring Policy, Policy Guides at [DHRM Human Resource Policies](#).
- Classified positions only: If an applicant has applied who has a yellow and/or blue card it will change the entire process and limit the folks who can be interviewed. If an applicant has a yellow or blue card it means they have been or are in the process of being laid off, which will restrict the applicants who can be interviewed. Human Resources will guide you through this process.
- If salary is discussed with the candidates: the same information should be provided to each candidate; if a hiring range or maximum salary is provided a higher salary cannot be offered even if the finalist is a great candidate and you wish to offer more.
- Each committee member should submit notes of each candidate's interview to the Chair of the Search Committee. These notes should include the date, the interviewer's name, and the interviewee's name.
- Use an ink pen for all written documentation, no pencils please

Ultimately ensure that the process is objective, respectful of all, and ensure justifications for selection decisions can stand up to inquiries if a candidate/lawyer objects or questions the decisions.