There are two types of Civil Service referral lists. Our HR office distributes them and can answer any questions regarding their handling instructions:

1st. Internal list of applicants from System HR. All referred applicants have met the MQ’s. All applicants must be interviewed. An organization may request a shorter list. In the event there are no qualified internal applicants, a listing of external applicants will be requested from DHRD (the 2nd type of Civil Service referral list).

2nd. The State DHRD refers a list of external applicants who meet the MQ’s. All applicants must be interviewed. An organization may request a shorter list. The expiration date of a list is a firm deadline.

I. Prior to the Committee Reviewing any Application

A. The Chair agrees to record the committee’s decisions and actions during the search process.

B. All committee members sign the Confidentiality agreement.

C. The committee develops and submits to EEO/AA for approval: interview and reference check questions and the rating matrix that will be used to evaluate applicants.

II. Candidate Evaluation Process:

A. Review and score the applications using the ratings factors approved by the EEO/AA office.

B. All applicants on the list must be interviewed. Interview scheduling must be recorded in committee notes, to include email/letter/or phone dates and times, responses received, follow up calls. The search committee may set a 5-working day deadline for applicants to respond to an interview request. Only EEO/AA approved questions are allowed to be used in the interviewing.

C. Reference checks will be done on the applicants who achieved the highest document and interview ratings. At least one reference check must be with a current or former supervisor.

D. Make a selection or recommendation to the selecting official depending on the selecting official instructions to the committee. Develop a written justification in committee notes stating in narrative terms how the selectee’s knowledge, skills and abilities met the job requirements better than all other applicants. Selection must not be based on illegal discriminatory factors. Whenever possible, rank the top three candidates unless the selecting official has instructed the committee to do otherwise.

III. Final Actions for the Search Committee

A. Complete the Civil Service Selection Form 17A with ratings and selection. Comply with all instructions provided by the preparer of the referral list. The HR office can answer Form 17A questions.

B. Deliver the following to the EEO/AA office for review and signature approval: 1) Completed referral list with all the applications that were received; 2) Signed confidentiality agreement with original signatures; 3) Completed EEO/AA hiring procedures checklist with original signature; 4) The completed Form 17A with required signatures.

C. The hiring department or activity must retain a file of all search committee materials either for a period of 3 years from the date of hire of the search’s selectee, or for a 5 year period in situations where the selection has been formally challenged, such as a discrimination complaint.

Contact the EEO/AA office at 932-7641 for assistance, or to provide notice of changes in a search status such as search cancellation, committee changes, and position changes.