

**Governor's Office of Homeland Security
and Emergency Preparedness**
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

Hiring Policy
Policy Number: HR-0009

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Approval:


James B. Waskom, Director

I. POLICY

It shall be the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to use a hiring process that identifies the best-qualified individuals for all vacancies within the agency. All applicants for positions within the agency shall enjoy equal treatment during the hiring process.

II. PURPOSE

GOHSEP believes that hiring qualified individuals contributes to the overall strategic success and supports the overall mission of the agency.

The intent of this policy is to establish the procedures and responsibilities for the hiring process.

III. APPLICABILITY

This policy applies to all individuals interested in applying for vacant positions with the agency as well as all current employees of GOHSEP who either apply for a different position or participate in the hiring process. This policy will not contradict federal, state, and local law as it might apply to the issues.

This policy does not contradict GOHSEP policy addressing specific aspects of the hiring process such as the *Internal Employment Opportunities Policy, HR - 0001* and the *Equal Employment and Affirmative Action Policy, HR - 0011*.

IV. PROCESS

A. Position Announcement

All vacancies will be posted a minimum of 5 days. Internal postings should be used only if the prerequisites for the position limit the pool of potential applicants to current GOHSEP employees. The use of external advertising media will be based upon need and budgetary restrictions.

B. Application Process

All applicants, internal and external, shall submit a complete application package as defined in the position announcement. This will facilitate equal consideration of background, education, and experience of all applicants during the selection phase. All applications must be submitted to the Human Resources Office according to the instructions in the position announcement. Human Resources staff will collect and compile equal employment data. After the closing date, all complete applications that have the minimum qualifications will be forwarded to the Hiring Manager.

C. Interview Process

The Hiring Manager will form an interview committee. The interview committee should consist of at least two members. Each committee must include the Hiring Manager and at least one subject matter expert and should remain consistent for all applicants interviewed. A representative from the Human Resources Office or Employee Relations may serve as an adviser on the committee, and may serve as a panel member. Additional committee members may be added at the discretion of the Hiring Manager.

The Hiring Manager will determine which applicants are eligible for an interview and inform the Human Resources Office of the selection. Working from an Interview Questionnaire Template approved by the Human Resources Office, the Hiring Manager will develop an interview questionnaire and skills test (writing sample, spreadsheet work, application programming, etc) if applicable. The questionnaire and skills assessment must be approved by the Human Resources Office prior to the interview. The Hiring Manager will also establish an interview schedule, invite the interview committee, and schedule the interviews. After the interviews are scheduled, the hiring manager or his designee must share the interview schedule with the Human Resources Office.

An interview score sheet will be completed and signed by the interview committee. The interview committee will identify all interviewees qualified for the position. The score sheet becomes part of the hiring recommendation package.

The following tools are recommended but not required for the Hiring Manager to use in the hiring process. If the tools are used, the Hiring Manager must include the documents in the hiring recommendation packet:

- Interview Selection Criteria Form
- Applicant Overall Evaluation Sheet
- Management Performance Reference Check Form

These forms are located on SharePoint in the Forms Library in the Hiring Process Forms Folder.

D. Hiring Recommendation

The Hiring Manager will make a written, justified hiring recommendation based upon the application package, the interview score sheet, other factors as appropriate and any personal and/or subject matter references that were obtained. A hiring recommendation package consisting of all hiring process form used including the interview score sheet is submitted for approval up the chain of command to a Section Chief for non-supervisory positions or higher-level management for supervisory positions.

The Director hereby delegates authority to Section Chiefs or higher-level management to authorize conditional offers of employment. Upon authorization to make an offer of employment, the management will forward the hiring recommendation to the Employee Relations Administrator or designee for action and filing of documentation as per the agency's record retention schedule.

E. Employment Offer

Hiring Managers should offer the minimum salary for the position in accordance with the GOHSEP Salary Table, but are authorized to offer up to Step 1 only with supporting documentation of skilled qualifications as outlined in the hiring recommendation package.

Salary recommendations above Step 1 must be approved by the Director and include significant or extraordinary qualifications supported by the application packet.

The Employees Relations Administrator or designee will make a conditional offer of employment.

All candidates for employment will complete a pre-employment background check and a pre-employment drug screening. Certain positions will require additional background checks and/or the ability to obtain certain levels of security clearances

in accordance with the GOHSEP Policy, *Criminal History Checks and Public Trust Clearance, HR-0017*

Upon satisfactory completion of all background checks and screenings, the unconditional offer of employment will be finalized and the date of hire will be confirmed. The Director or designee reserves the right to approve all final offers of employment due to budget constraints or other matters.

V. EXCEPTIONS

Requests for exceptions to this policy should be submitted to the Director along with specific and compelling justification.

VI. RESPONSIBILITY

All employees of the GOHSEP must comply with all aspects of this policy.

VII. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Office.

VIII. VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.