



BOBBY JINDAL
GOVERNOR

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

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Hiring Process
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Approval: 
Kevin Davis, 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 or state 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 Process for Filing Vacancies, Appointments, and Promotional Opportunities Policy, HR-0001 and the Equal Employment and Affirmative Action Policy, HR-0011.

IV. PROCESS

A. Position Announcement

Vacancies will be posted in accordance with the Process for Filing Vacancies, Appointments, and Promotional Opportunities Policy, HR-0001.

B. Hiring Authority Delegation

The Appointing Authority hereby delegates authority to Deputy Directors or Executive Staff members to act as the Hiring Authority to authorize conditional offers of employment, which authority may be further delegated to Assistant Deputy Directors, Executive Officers, or Section Chiefs at the discretion of the Deputy Director. The Hiring Authority may appoint a Hiring Manager as his/her designee to form and supervise all functions of the Hiring Committee and process, however only the Hiring Authority may make the final hiring decision.

C. 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 Human Resources according to the instructions in the position announcement. Human Resources staff will collect and compile equal employment data, which will be filed with each closed announcement. After the closing date, all complete applications that have the minimum qualifications will be forwarded to the Hiring Authority.

D. Hiring Process

The Hiring Manager will form a hiring committee and oversee the hiring process. The hiring committee should consist of at least two members. Each committee should include the Hiring Manager and at least one subject matter expert and shall remain consistent for all applicants interviewed. A representative from Human Resources serves as an adviser to the committee, and may also 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 to be interviewed and inform Human Resources of the selection. Working from an Interview Questionnaire Template distributed by Human Resources, the Hiring Manager will develop an interview questionnaire and skills test (writing sample, spreadsheet work, application programming, etc) if applicable, which must be approved by Human Resources prior to the interview. The Hiring Manager will also establish an interview schedule, invite the hiring committee, and schedule the interviews. After

the interviews are scheduled, the Hiring Manager will provide the interview schedule to the hiring committee and Human Resources. Human Resources will provide the schedule to the appropriate front desk personnel.

The following tools must be used by the Hiring Manager in the hiring process. The Hiring Manager must include all selection tools in the hiring recommendation packet. Hiring recommendations are not based on the outcome of the interview scores alone.

- Interview Selection Criteria Work Sheet: Assist the Hiring Manager in selecting applicants to interview.
- Interview Session Score Sheet: Assist the Hiring Manager in capturing the total and average score of all interviewed candidates.
- Skills Assessment: Assist the Hiring Manager to determine the skill level for each eligible candidate. The Hiring Manager must identify a skills assessment tool to be used consistently for all members on the list of eligible candidates per vacant position.
- Management Performance Reference Check Sheet: Assist the Hiring Manager in performing manager to manager reference checks on applicants.
- Applicant Overall Evaluation Sheet: Assist the Hiring Manager in providing an overall evaluation of the applicant based on the selection tools listed above.

The hiring process selection tools can be found on the GOHSEP Intranet in the Forms Library located in the Hiring Process Forms Folder. The skills assessment tool will be prepared by the Hiring Manager as needed.

The evaluation of an applicant should not necessarily be based solely on the use of selection tools. The hiring manager should recognize that attributes, skills and qualities of an applicant not demonstrated through the use of the selection tools should be considered to reflect a “whole person” approach to identify the best qualified candidate. Attributes, skills and qualities not reflected in the selection tools that become part of the evaluation should be clearly reflected in an applicant’s overall evaluation sheet.

E. Hiring Recommendation

The Hiring Manager will submit a hiring recommendation to the Hiring Authority in writing based upon the hiring process documentation, which will include; the application package, the interview selection criteria worksheet, skills assessment, interview session score sheet, the management performance reference checks and the overall evaluation sheet. Other appropriate factors and any personal or subject matter references may also be considered. The Hiring Authority shall consider the recommendation of the Hiring Manager and select the applicant that

in the Hiring Authority's opinion is best qualified. If the Hiring Authority selects an applicant different than the recommendation of the Hiring Manager, the Hiring Authority shall prepare a written memorandum which articulates the reason for his decision.

The Hiring Authority will submit the hiring decision justification form to Human Resources for action and filing of documentation as per the agency's record retention schedule.

Human Resources shall be responsible for contacting individual candidates to make job offers.

F. Employment Offer

The Hiring Authority should offer the minimum salary for the position in accordance with the GOHSEP Salary Table, but the Hiring Authority is authorized to offer up to Step 1. Justification for exceeding the minimum salary must be contained in the hiring recommendation package.

Salary recommendations above Step 1 must be approved by the Appointing Authority or designee and include significant or extraordinary qualifications supported by the hiring recommendation packet.

Upon receiving the hiring decision from the Hiring Authority, Human Resources will complete reference checks and inform the Hiring Authority of the results. An adverse reference check will be referred to the Hiring Authority for review and determination of whether to proceed with the hiring decision. Upon receiving satisfactory reference checks, Human Resources will make a conditional offer of employment. Conditional offers of employment are not made by the Hiring Authority.

An applicant who has received a conditional offer of 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.

Upon satisfactory completion of all background checks and screenings, the unconditional offer of employment will be finalized by Human Resources and the date of hire will be confirmed. Unconditional offers of employment are not to be made by the Hiring Authority.

The Appointing Authority or designee reserves the right to approve all final offers of employment due to budget constraints or other matters.

V. RESPONSIBILITY

A. Hiring Authority's are responsible for:

1. Assuring the hiring process conducted under their supervision is administered in a fair and equitable manner with the sole aim to identify the best-qualified individuals for the position.
2. Complying with all aspects of this policy.

B. All employees are responsible for:

1. Encouraging and advising all potential applicants to follow application requirements as per the applicable position announcement.
2. Complying with all aspects of this policy.

VI. EXCEPTIONS

Requests for exceptions to the policy must be submitted to the Appointing Authority along with specific and compelling justification.

VII. VIOLATIONS

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

VIII. QUESTIONS

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