DIRECTIVE NUMBER 300-11-12

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Filling Classified Vacancies

1.0 <u>Purpose</u>

    1.1 These procedures are to ensure agency policies are followed when recruiting to fill classified vacant positions, and that individuals who are hired possess the knowledge, skills, abilities and competencies that support the agency's values and objectives.

2.0 <u>Policy</u>
<u>**Procedure – Initiate Hiring**</u>

To initiate hiring procedures, a K-MGT 7616 (Rev. 04-16) should be completed and routed through supervisory channels to the Director of HR for authorization to start the hiring process. All applicants (except as noted in the overview above) must register using the State of Kansas employment registration process.

Required and optional selection criteria must relate directly to the duties of the position.

- Certain minimum qualifications are established in the class specifications and remain the same for all positions in that class. Applicants who do not possess the required minimum qualifications will not be considered for a position.

- Preferred selection criteria must be job related, objective and consistently applied to all applicants for the requested position. For assistance in determining competencies, contact HR. Applicants must meet the minimum qualifications before preferred skills are considered.

Recruiting methods available to fill a Kansas Department of Labor (KDOL) position vacancy:

- Ghost posting – Open to current KDOL employees in a specific unit or division of KDOL. Ghost postings may be used for positions requiring specific knowledge, skills, abilities or competencies when there are internal candidates who already meet the special requirements for the position. The employee selected for the position retains their current position number, but their classification may be changed as needed to reflect the work they will be performing.

- KDOL employees - Open to all current KDOL employees and persons in the reemployment pool. It is our policy that KDOL vacancy announcements will be posted for ten days except as authorized by the appointing authority or as noted in number 1 above. Employees may apply for positions by submitting an Employment Application, current resume and cover letter to the recruiter prior to the closing date. Copies of

transcripts, certificates, or any other information that pertains to the position, may also be helpful in the screening process. State employees - Open to current state employees and person in the reinstatement and reemployment pool. It is our policy that KDOL vacancy announcements will be posted for 10 days except as authorized by the appointing authority or as noted in number 1 above. Applicants may apply for positions by submitting an Employment Application, current resume and cover letter to the recruiter prior to the closing date. Copies of transcripts, certificates, or any other information that pertains to the position, may also be helpful in the screening process.

- Any interested persons - A vacancy announcement will be posted for a minimum of 10 days for vacant positions except as authorized by the appointing authority or as noted in number 1 above. Applicants may apply for positions by submitting an Employment Application, current resume and cover letter to the recruiter prior to the closing date. Copies of transcripts, certificates, or any other information that pertains to the position, may also be helpful in the screening process.

- Other methods of recruitment may include advertising in newspapers or professional publications, utilizing educational placement services or any other method deemed appropriate for the particular position. When several recruitment methods are requested, HR staff will coordinate these efforts.

Procedure – Screening applications
HR staff will review all applications for qualifications. Each candidate will be given equal consideration and decisions regarding who will be interviewed will be based on job-related selection criteria.

Kansas Employee Preference Program. Each State of Kansas employee who has been laid off or has received a formal written notice of layoff is eligible for the Kansas Employee Preference Program provided the employee received a satisfactory evaluation and the employee has not demoted or suspended for disciplinary reasons within the 12 months prior to receiving notice of layoff.
- An individual has a right to this preference for 12 months from the effective date of their layoff or until they accept another position with benefits with the State of Kansas.
- Each individual who is eligible for Preference can apply for any classified vacancy that is at the same or lower pay grade as that which the individual was paid at the time of layoff notice. The individual shall be offered the position, following an interview, provided that during the interview it was determined the individual meets the minimum requirements of the position. If two or more individuals use their preference rights, then additional job related criteria may be used to select the appropriate candidate.

Procedure - Interviews
Interview teams must consist of at least two people. Interview teams must use a pre-approved set of base questions and may probe for clarifying job-related information as necessary. Assistance is available from HR staff.

- The hiring supervisor should provide candidates with a copy of the position description for the vacancy prior to the interview.

Affirmative action:
- All candidates who receive interviews will be given an Affirmative Action Information form (K-ED 633) to complete at the time of their interview. The information is for affirmative action data only. Candidates are under no obligation to complete the form. Each candidate will be provided with an envelope and asked to seal the envelope and return the form. The unopened envelopes are to be returned with the completed 632 and other interview documentation.
- Consideration must be given to equal opportunity when making employment decisions. Questions will be addressed to the HR Director.

References:
- All applicants are to sign a release form (K-ED 634) authorizing reference checks at the interview.
- References will be checked for the top two acceptable candidates.
- Reference information is to be documented and included with the interview results when requesting authorization to hire.
- HR will conduct a Kansas Criminal History check on all new hires.
- Tax Clearance
- All candidates for employment are required to acknowledge that they have been advised of the tax clearance by signing a tax clearance form (DA-327). A tax clearance check shall not delay or prevent the hiring of any candidate for employment.

Procedure – Hiring authorization
After all interviews are completed, the interview team must complete a KDOL Hiring Recommendation K-ED 632, which should clearly reflect who they are recommending for hire, and route all of the selection materials through supervisory channels before sending them to the HR office. **NO HIRING COMMITMENT IS MADE AT THIS TIME.**

Hiring recommendations will be reviewed by the Secretary, HR Director. Once concurrence (or denial) of the recommended candidate is obtained, the HR staff will notify the hiring supervisor. The hiring supervisor may then contact the successful candidate, offer the position and make arrangements for a reporting date.

The hiring supervisor will then notify HR of the starting date.
If the candidate declines the job offer, contact HR to discuss the next step.

References: K.A.R. 1-6-2,1-6-3,1-6-8, 1-6-21
Questions: Contact HR by email at human.resources@dol.ks.gov or at 785-296-5000 ext. 2565

3.0 <u>Revision History</u>

     3.1 May 2016

Signature on file
Lana Gordon, Secretary of Labor

Rescissions: 300-03-07	Expiration Date: Continuous