

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Recruitment & Hiring	
Policy Number: PRP 09	Standards/Statutes: ARM 37.27.108.121
Effective Date: 01/01/02	Page 1 of 4

PURPOSE: To establish standardized practices in the recruitment, interviewing and hiring of facility employees.

POLICY: The Department of Public Health & Human Services Policies relative to recruitment and hiring will be adhered to, as well as any applicable union contract requirements related to specific union positions.

PROCEDURE:

- I. The Administrator prior to public announcement will approve recruitment and advertisement for vacant positions.
- II. An established interview committee utilizing a position specific standardized and scored interview format will interview eligible applicants.
- III. The Administrator will make all final hiring decisions with recommendations from members of the interview committee.
- IV. The Personnel Specialist will develop a letter of hire for a successful candidate outlining the start date, salary, position and position number, hours of work and days off and other applicable employment information for the signature of the Administrator.
 - A. All new employees are required to complete general orientation, and specific position orientation, as may be applicable, prior to working independently.
- V. Union Positions
 - A. All positions within the facility are union positions with the exception of Management Level positions and the Safety/Transportation Officer,
 - B. These positions are covered by specific union contracts or agreements, namely the American Federation of State, County and Municipal Employees (AFSCME); the Montana Federation of State Employees and American Federation of Teachers (MFSE/MFT); and the Montana Nurses Association (MNA).

C. Hiring for any positions within these unions will follow specific individual contract guidelines.

D. Position announcements (bids) may be simultaneously posted internally, on union bulletin boards, as well as externally in newspapers, on the Internet and within the State Job Service.

VI. Position announcements (bids) will contain at least the following information:

A. Position title and number

B. Status, i.e. full time, part time, etc.

C. Pay grade and hourly wage

D. Minimum qualifications to include: education, experience, knowledge, skills and abilities

E. Job location

F. Application deadline date

G. Application submission location

H. Applicant selection process

I. Reasonable disabled accommodation compliance

VII. Immigration Reform and Control Act compliance

VIII. Montana Compliance with Military Selective Service Act

IX. Veteran's Public Employment Preference Act

A. Internal applicants may submit applications (bid on) positions by completing an internal bid form obtained from the Personnel Specialist.

B. Internal applicants will be considered for positions in accordance with requirements contained in their specific union contract.

C. If a position is advertised both internally and externally, applicants will compete for the position through the interview process.

D. External applicants must complete a State of Montana Application form prior to the application deadline, meet minimum qualifications and submit their application to the appropriate location to be considered for an interview.

E. Applicants applying for positions requiring licensure or certification must either hold a current Montana

license or certification in the appropriate discipline and provide a copy with their application, or be eligible for the same.

F. Licensure or certification eligibility is a determination made by the Montana State Department of Commerce, Licensing Bureau.

G. A letter from the Licensing Bureau must verify eligibility for licensure or certification.

X. Non-Union Positions

A. Position announcements will be posted both internally and externally in newspapers, the Internet and the State Job Service.

B. All requirements of I B; 1,2,5,6 & 7 above apply to non-union positions as well.

C. Interviews

D. The Administrator will establish an interview committee, consisting of no less than three and no more than five interviewers,, or their designee, to interview qualified, selected applicants.

E. A standardized and scored interview format will be utilized specific to the position category, i.e. nursing, counseling, support staff, etc. All interviewees are asked the same questions. No one but the interview team and the applicant are allowed in the interview. Confidentiality must be protected.

F. Minimum scores on the interview will be established, to narrow the candidate pool, with a recommendation for hire consideration made by the interview committee to the Administrator, or their designee.

XI. Hiring Process

A. The Administrator, or their designee, will make all final hiring determinations.

B. Any offer of a position will be contingent upon a successful background check of the candidate conducted with the Department of Justice, Adult Protective Services and Child Protective Services. Violations that surface in a background check may rule out a potential candidate from being hired.

XII. Reference checks will be conducted on potential candidates prior to offering a position. Only professional not personal references will be considered.

XIII.A call will be made to all in-house applicants that they were not selected for the position.

A. A successful candidate will be provided a hire letter, outlining the conditions of hire and a starting date, signed by the Administrator.

B. Unsuccessful candidates will be sent a letter notifying them of an alternate candidate being selected for

the position.

Revisions: Revision # 1, Rona R. McOmber, PIURM 12/2002

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