

GLENN COUNTY DEPARTMENT OF PERSONNEL



SCREENING/INTERVIEW PANEL HANDBOOK

Last Revised: July 2023

Table of Contents

Panel Member Roles and Responsibilities.....	3
Panel Overview	3
Panel Chair	3
Panel Member.....	3
Confidentiality.....	3
Recruitment Process Timeline.....	3
Paper Screening Process.....	5
Developing Screening Criteria.....	5
Utilizing the Screening Criteria Form.....	5
Oral Interview Process.....	5
Developing Interview Questions.....	6
Interviewing the Candidate.....	6
Rating an Applicant	7
Turnover Can Be Costly.....	8
Certifying, Rating, and Forwarding Finalists	10
Personnel Rules: Recruitment and Appointment.....	10
Checking References.....	11
Forms, Etc.....	12
Confidentiality Statement.....	13
Paper Screening Criteria Rating Sheet.....	14
Oral Interview Rating Sheet.....	18
Recruitment Selection Form.....	20
Pre-Hire Tracking Form	21

PANEL MEMBER ROLES AND RESPONSIBILITIES

PANEL OVERVIEW

Screening and Oral Interview Panels are selected by the Department Head/ Designee in accordance with Glenn County Personnel Rules. All Panels shall have a Chair either designated by the Department Head/Designee or, in the absence of a designation, self-voted by the Panel.

PANEL CHAIR

The Chair coordinates the recruitment and hiring process and directs panel members in how to carry out their responsibilities. The Chair answers questions posed by both panel members and candidates and works closely with the Department Head/Designee and the Personnel Department in carrying out the recruitment process.

Chairs need to be good planners, organizers, and facilitators. The recruitment process is most efficient when timelines are set well in advance, schedules are communicated to members, and those schedules are followed.

PANEL MEMBER

All Panel Members have the following responsibilities:

- Support the mission and vision of the County and the Department.
- Fully participate in all panel meetings.
- Demonstrate objectivity, fairness, and equality of treatment for all participants.
- Maintain strict confidentiality during and after the recruitment process.
- Assist and contribute in the development of interview questions/topics.
- Evaluate candidates with relation to minimum requirements, qualifications and desirable qualifications.

CONFIDENTIALITY

The recruitment and hiring process is a highly sensitive and confidential process. It is critical that all screening and interview panel members, and those associated with this process, maintain the highest degree of confidentiality in order to preserve the integrity of the process. All Panel Members and staff assisting with the recruitment shall sign a Confidentiality Form acknowledging their responsibilities and commitment.

Failure to maintain confidentiality may result in disciplinary action.

RECRUITMENT PROCESS TIMELINE

STEP BY STEP PROCESS OUTLINE

Step 1: The Department Head or Department Contact will complete the Recruitment Request and Selection Plan Form (GPER22) submitted to the Personnel Department.

- Step 2: The Personnel Department ensures position allocation vacancy on the Position Allocation List and obtains approval from the CAO.
- Step 3: The Personnel Department coordinates with the Department Contact to:
- Confirm Panel composition
 - Review, develop, and create recruitment advertising
 - Add Distinguishing Characteristics for the position
 - Establish a recruitment timeline, including interview information
- Step 4: The position is advertised for the designated recruitment period.
- Step 5: The Panel and Department Contact (if applicable) meet to:
- Sign Confidentiality/Getting to Know You Forms
 - Develop Questions
 - Develop Screening Criterion
 - Develop examinations/testing
- Step 6: The position closes.
- Step 7: The Personnel Department screens the applications for minimum qualifications. Testing, if applicable, occurs.
- Step 8: Applications are forwarded to the Department Contact for review. Note, all confidentiality statements, interview questions, and examinations must be completed, received, and reviewed by the Personnel Department prior to Departments receiving applications.
- Step 9: The Panel screens applications using the Paper Screening Criteria form or an Excel Rating Sheet. The finalist are selected for an interview.
- Step 10: Interviews occur.
- Step 11: The Panel certifies and forwards finalists to Department Contact.
- Step 12: Second Interviews (if applicable) occur by Department Contact.
- Step 13: The Department Contact starts the Pre-Hire Tracking Form and checks references.
- Step 14: The Department Contact completes the Pre-Hire Tracking Form and the Recruitment Selection Form. (To set a salary higher than Stem A, approval is required from either the Personnel Director or CAO.)
- Step 15: The Department Contact will submit both forms along with all interview rating sheets to the Personnel Department. (These forms must be submitted prior to a Conditional Offer is presented by the Personnel Department to the applicant.)
- Step 16: Completed Recruitment Packet returned to Personnel Department. Personnel will create a Conditional Offer of Employment Letter and send it to the applicant. Applicants

not receiving the position are sent a notification letter. Personnel schedules all pre-employment testing requested by the Department and sends confirmation to the applicant.

- Step 17: Once all successful Pre-Employment Screening results are received, Personnel notifies the Department Contact.
- Step 18: The Department Contact will then contact the candidate to establish a start date of employment. (Two weeks' notice is preferred).
- Step 19: The Department Contact notifies the Personnel Department of the official start date.
- Step 20: Personnel will send a notification to required staff with the new hire information and request submission of a Pay Action Form and IT Form (if applicable).
- Step 21: Regular Full-Time Employees will meet with a staff member from the department to complete their New Hire Document Packet. The New Hire Packet may be found on the Personnel Department website.

**Throughout the process, candidates will receive notices from the Personnel Department regarding their status (e.g.: No interview, not selected, etc.)*

PAPER SCREENING PROCESS

DEVELOPING SCREENING CRITERIA

The development of screening criteria represents a “test” under the law. Therefore, the criteria used in paper screening and interviews, including the questions themselves, must be job-related and predictive of future job success.

The Department Head/Designee will provide direction regarding any additional Screening Criteria that will help the Panel successfully identify those candidates most qualified for an oral interview.

UTILIZING THE SCREENING CRITERIA FORM

All applications that meet Minimum Qualifications are forward to the Department Contact for consideration. They will review the applications against pre-established, job-related criteria and assign a value/score using the Paper Screening Criteria Form.

The form provides for FIVE categories of evaluation: 1) Educational Training and Background, 2) Experience, 3) Indication of Job-Related Skills, Abilities and Attitude, 4) Veteran Status, and 5) Additional Screening Criteria (as determined by the Department Contact). Each category may receive up to 20 points. The total cumulative score for each candidate shall assist the panel in determining who will be invited for an oral interview.

ORAL INTERVIEW PROCESS

DEVELOPING INTERVIEW QUESTIONS

There are Federal and State laws that pertain to interview questions, including those that focus on age, disability, race, religion, sex, marital status, national origin, gender identity, gender expression, ancestry, or arrests.

In developing questions, the panel must be able to distinguish an applicant's ability to do the job from their ability to get the job.

Shift the focus from experience to results:

- Job performance in a former position, accomplishments, and productivity.
- Be less concerned with years of experience and more concerned with *what they have done*.
- Past performance is the best predictor of future performance.

Interview questions should be behavioral based. Create questions that make the candidate tell the panel about specific work experience and their professional accomplishments.

This type of examination tests an applicant's knowledge of subject matter determined relevant to the position applied for. The exam is structure, which essentially means it is like a written essay test, given orally. Each applicant will be asked to answer the same set of questions. Follow-up questions are only permitted to clarify the candidate's answer to a previous question. Otherwise, every candidate is asked exactly the same question in exactly the same manner as all other candidates.

INTERVIEWING THE CANDIDATE

The Panel Chair serves as the facilitator of the interview process. The Chair should coordinate which panel member will ask what questions and provide the guidance for introductions, etc. In addition, the Chair should do the following:

1. Invite the first candidate to the interview, introduce yourself and ask their name (including correct pronunciation), and then take them to the interview room. Show them where to sit.
2. Introduce the candidate to the panel and ask the panel members to introduce themselves.
3. Explain to the candidate the following:
 1. number of questions
 2. allotted interview time
 3. there will be time at the end for the candidate to ask questions of the panel.
4. Begin Interview
5. After interview, ask the candidate if he/she has any questions for the panel. Watch out! This close to the 'finish line' panel members may relax and, being off guard, say something inappropriate or promise something not theirs to promise. You should actively listen and interrupt if necessary.
6. Thank the candidate for their time and interest and show them to the door.
7. Provide all candidates with the GLENN COUNTY BACKGROUND AUTHORIZATION form. Inform the candidate that they are to sign the form and return it to a department staff member. (Note – the Department will designate a staff member).
8. Return to the interview room immediately and direct the panel to score or finalize their notes for the last candidate and to prepare for the next candidate.

While interviewing, the panel should function as a relaxed, informal team. This will help the candidate make a good presentation of his/her qualifications for the job. Panel members should always base their ratings on the information being provided at the time, not on assumptions.

It is important that the panel try to keep the interviews on schedule. However, if the panel falls behind, no interview should be unduly shortened in order to return to the schedule. Often a later candidate will withdraw or take less interviewing time than others. This helps get the interviews back on schedule.

During the interview, panel members will be asking questions designed to assist in evaluating whether the applicant possesses the knowledge and skills necessary for satisfactory job performance. Open ended questions, phrased so that the desired answer is not revealed, are best suited to this process. As the applicant responds to questions, listen to the full answer before asking your next questions. Do not use numeric scoring or ranking during the interview. It is appropriate to take notes during the interview.

A panel member should not hesitate to repeat a question if the candidate fails to fully comprehend it. Be alert to follow up on leads by asking a candidate to explain or elaborate on any answer given. Do not, however, "dig" for an answer that obviously isn't there.

Remember that the oral interview is an examination of qualifications, not a hiring interview. The panel need not be concerned with gaps in employment, reasons for leaving a job, or a applicant's willingness to accept various conditions of employment. These issues will be covered in the final selection process with the Department Head or Designee. The panel's job is to sort out the applicants on the basis of most to least qualified upon the presentation of their qualifications.

Occasionally, a panel member may be in a position of rating a candidate that they know personally. The rating could, as a result, appear biased either for or against the candidate. Professionalism is the key; however, **panel members must disqualify themselves from the process if they possess an intimate or familial relationship with a candidate.**

RATING AN APPLICANT

After the interview, panel members evaluate the candidate on each category in the appropriate space on the rating sheet. Ratings must be based on information brought out during the interview and upon the applicant's observable behavior in the interview. The ratings you assign should measure the applicant's qualifications against the requirements of the job. This rating is a prediction of the applicant's potential for satisfactory job performance.

Panel members should rate the applicant independently of the other panel members. At the end of each interview members will compare and discuss their ratings with other panel members to determine if the same factors were considered and to be certain significant aspects are not being overlooked.

Ratings are tentative and, if there is good reason to do so, may be changed. Often a comparison of applicants throughout the day will require adjustments to be made in earlier ratings.

If a panel member assigns a failing score, the specific reasons must be documented in the member's notes to determine if the same factors are being considered for all applicants, and be certain significant aspects are not being overlooked.

Ideally, comments should be made for all assigned ratings; if necessary, please use a separate sheet of paper.

It is particularly important for members to write the specific reason an applicant was rated very high or very low.

All notes and forms must be turned over to the Chair at the end of the interviews. Copies are not allowed to be made for panel member files. As such, consider that whatever is written down will be seen by a reviewing official and shouldn't contain any inappropriate entry that a panel member would not want a judge or jury to potentially see later

TURNOVER CAN BE COSTLY

The hiring process, when handled incorrectly, can be extremely costly for employers. The expenses associated with turnover of a position are approximately 30% of the annual salary, and potential legal outlays which can result from an improper interview can be huge. The interview is the most important step in the hiring process. Panel members play a critical role in effective, successful, and legal interviewing.

Doing a good job of conducting employment interviews and evaluating applicants takes more than having an informal conversation. It requires training in the skills, techniques and requirements of successful interviewing. The following provides some basic concepts of proper interviewing

DO'S

1. Feel free to let the applicant know about the department/county if they ask.

Relate information about the county. Discuss your background with the county or what caused you to join the county. Remember, don't "oversell" the organization or a particular job. And don't use too much time giving information.

2. Develop good interview questions.

Review the specific job requirements and all available information about the job. Decide what information you need and what the candidates should know about the job. Make sure questions allow for "measurable" results.

3. Schedule the interview so that you have enough time. Situate it in an accessible location.

Too many interviews can be too short which result in obtaining only superficial information. Don't allow interruptions during the interview. Don't schedule too many in succession - this makes it difficult to maintain a high level of concentration.

4. Work at making the applicant feel at ease.

Remove any unnecessary physical barriers. Establish rapport. If the candidate is nervous or ill at ease, it is probable that you are only going to get surface level information and not the true picture of attitudes, feelings, motivation, etc.

5. Be aware of the biases or preferences that may unduly influence your decision.

Some people tend to accept or reject someone automatically because of a certain background factor or personal characteristic. Avoid bias.

6. Let the applicant do most of the talking.

If you are doing much of the talking, you will learn very little about the candidate. Rule of Thumb: The interviewer should talk no more than 25% of the interview.

7. Phrase questions in such a way that they do not suggest an answer that you would like.

Candidates want to please you. If your point of view is implied in the question, you may not get a totally frank response. Watch your non-verbal questions: Don't nod your head, shrug your shoulders, smile/frown, etc., when such an action would logically indicate to the applicant they are or are not on the right track in their response.

8. Avoid asking questions that can be answered "yes" or "no" unless this type of answer is sufficient.
9. Pause a few seconds after the candidate appears to have completed a response.

Take the time to evaluate the candidate immediately after the interview.

Too often, especially when several candidates are interviewed, the interviewer will compare candidates before rating, confuse one applicant's answers with those of another, or allow someone else's opinion to prejudice theirs. Confirm your thoughts immediately on paper

DONT'S

1. Prejudge a candidate.

This occurs when the interviewer develops positive or negative ideas about the applicant before the interview based upon the application form, resume, letters of recommendation, or a verbal comment from someone else. Where a judgment is job related, it is appropriate. Otherwise, it is not.

2. Rely on first impression.

Some people unconsciously "lock in" their first impression and, during the interview, look only for the information that will back up that initial impression.

3. Compare candidates with each other.

Research has found that if you rate an "average" candidate after evaluating 3-4 unfavorable candidates, you tend to rate the average one very high. Rate each candidate against the pre-established standard.

4. Make the "Horn/Halo Effect" effort.

The "Horn/Halo Effect" occurs when the interviewer is overly impressed by one positive or negative factor and then judges all other factors in the same light.

5. Rely on your intuition.

Some interviewers feel that their "intuitive feel" is more reliable than objective factors or evidence. Research has shown that this is not a desirable practice - our memory conveniently allows us to forget the number of times our intuition let us down. Look, however, for a correlation of intuition and fact.

6. Waste time by asking questions that are already answered on the application or other written information unless clarification is needed.
7. Ask trick questions or questions designed to trap the candidate.
8. Ask questions that violate the candidate's civil rights.

Individual rights can be violated when questions are asked regarding information, characteristics and/or behavior that are not job-related or intrude into areas of privacy.

9. Contradict or argue with the candidate or appear to cross-examine him or her.

This does not mean that you should not seek to have the candidate reconcile ambiguities or perceived contradictions. Just be careful to keep follow-up questions appropriate and job-related.

10. Ask questions or pursue answers that are not clearly job related or that deal with race, color, religion, sex, disability, or national origin. Any question you ask must be legal. Your questions should not offend and should be designed to help you establish the applicant's qualifications for the job.

11. Ask a person with a disability about:

- the nature of a disability,
- the severity of a disability,
- the condition causing a disability,
- any prognosis or expectation regarding a disability, or
- whether or not the person will need treatment or special leave because of a disability

CERTIFYING, RATING, AND FORWARDING FINALISTS

In selecting finalists for recommendation, it is important to assess the strength and weakness of each applicant and to use a consensus approach. As a reminder, the interview panel is not hiring the individual; they are making a recommendation for hiring consideration.

Panel members are to **ONLY** use the application materials and interview in assessing each candidate. Any issues regarding a candidate will surface during the reference check process.

The Panel, through the chair, will submit a ranked list of a minimum of two and no more than five finalists to the Department Head or Designee noting the "strengths" and "weaknesses" of each candidate. **Note, if the panel cannot forward at least two names, please work with the Personnel Director and the Department Head.

The Department Head or Designee ultimately has the final authority in selecting their staff.

PERSONNEL RULES – RECRUITMENT AND APPOINTMENT

See the Administrative Manual, Chapter 10, Section 8 at https://glenn.municipalcodeonline.com/book?type=rules#name=10.08_Recruitment_And_Appointment

For a complete listing of the County's Policies and Procedures as it relates to Recruitment and Appointment.

CHECKING REFERENCES

When you do a reference check, you are actually conducting an interview. For example, don't appear to be threatening or overly assertive. Listen carefully for what is and isn't said. Explore ambiguities. Get the references talking. Consider the following guidelines:

Introduction: Begin the conversation by introducing yourself, "Hi my name is Jim Brown calling from the County of Glenn. I am the department head for the Human Resources department. Mary Smith is a finalist for our XXXX position and she has indicated that she worked with/for you. I would like to ask you a few questions about what she did, how she performed her job and who she interacted with. Is this a good time to talk?"

Applicant's Authority: First of all, make it clear that you have been authorized by the applicant to make the inquiry (our application includes this authorization). If a reference then tries to avoid answering questions, you can suggest that they are not doing the applicant a favor; the assumption might be that no news is bad news.

The Right Person: Make sure that you are talking to the "right" person. If possible, talk to the applicant's prior or current supervisor. Try to avoid dealing with someone who may only have a written record of the applicant's performance.

Network: Ask the references listed if they know of anyone else that the applicant worked with that would have information relative to job performance.

Below are several guidelines that should be followed:

1. Ask open-ended questions.
2. Evaluate the information both in light of what the applicant has already told you, and your own impressions of him or her.
3. Ask for copies of past performance evaluations.
4. Ask the reference how he/she believes the person would perform in the position we are considering them for.

Remember to ask several questions about areas where the applicant could grow or further develop professionally. (If you ask it this way rather than "what are the applicant's weaknesses", you are more likely to get feedback.)

This area is often overlooked or ignored and is one of the most troublesome areas when looking back at a problem hire.

Ask questions that are related to the performance of their job and their interpersonal skills on the job.

DO NOT ask questions that could be construed as discriminatory, e.g.:

- Do they go to church? Are they married?
- Do you think they are too old to perform the job?
- Do they need any cultural accommodations?,etc.

FORMS, etc.

- Confidentiality Form
- Glenn County Paper Screening Criteria
- Glenn County Oral Interview Rating Sheet

****See next page**

County of Glenn

Confidentiality Statement: Recruitment/Interview/Selection Process

To Members involved in the Recruitment/Interview/Selection Process:

As a member of the screening/interview process for vacant positions, you will have access to confidential information. The County of Glenn considers the entire screening/interview process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews. All of your actions related to this process are subject to the laws and regulations relating to equal and fair employment practices.

Due to the confidentiality and sensitivity of the screening/interview process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews. Each Member is viewed as an agent of the County of Glenn. During this process, it is important that we do not create a liability for the County of Glenn or for ourselves as individuals.

An appropriate response to questions from individual applicants or the public about any aspect of the selection process should be:

Selection is a confidential process and therefore I am unable to respond to your question.

The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question or that of any other applicant.

If the person inquiring is not satisfied with your response, please advise them to refer their question to the Personnel Department.

Specifically, you agree not to release information to any non-authorized person regarding:

- Number of applicants who applied.
- Number of applicants who have been selected for an interview
- Names of applicants who have applied or are interviewing.
- Criteria/scoring and Interview questions/scoring.
- Information concerning applicant qualifications and ratings.
- Any information obtained from candidates' application materials.
- Interview ratings.
- Conversations that take place during panel meetings and interviews.

Recruitment//Interview/Selection Member Signature

I have read the Confidentiality Statement and agree to abide by the requirements of the statement. Further, I understand that I may be held personally responsible for any unauthorized disclosure of information.

Signature

Print Name

Date

Department

This form will be maintained in the Personnel Department and will need to be signed on an annual basis.

Glenn County Paper Screening Criteria

Position: _____

Applicant's Name: _____ Date: _____

SCORING CRITERIA:	Superior	=	17-20	points
	Well Qualified	=	9-16	points
	Qualified	=	1-8	points
	Unacceptable	=	0	points

EDUCATIONAL TRAINING AND BACKGROUND (20 points possible):

POINT VALUE: _____

EXPERIENCE – PAID AND UNPAID (20 points possible)

POINT VALUE: _____

INDICATION OF JOB RELATED SKILLS, ABILITIES, AND ATTITUDE (20 points possible)

POINT VALUE: _____

ADDITIONAL SCREENING CRITERIA – if applicable (20 points possible)

POINT VALUE: _____

VETERANS SERVICE POINTS – if applicable (10 points possible)

POINT VALUE: _____

Rater's Signature: _____ TOTAL POINTS (80 possible): _____

Paper Screening Criteria Key

It is important to have the panel members agree to the screening criteria and to evaluate information consistently. The Appointing Authority will further provide information as to what key is needed in each particular recruitment.

Each panel is responsible for determining what criteria are appropriate for each of the following broad guidelines and for defining what constitutes a “superior”, “well qualified”, “qualified” or “unacceptable” score of each guideline.

In ranking candidates, specific evidence of future potential should be considered along with actual experience. Superb training and skill are usually preferable to mediocre experience.

EDUCATIONAL TRAINING AND BACKGROUND

(degrees, course work, workshops, memberships)

In evaluating candidates’ training and education, a panel may want to look at level of degree, relatedness of major and/or additional course work, recency of training, and grades earned in relevant course.

Evidence of education (through workshops, seminars and conferences, industry-sponsored training, apprenticeships, etc.) related to techniques or recent developments, specific to the position, should also be considered.

EXPERIENCE – PAID AND UNPAID

(internships, work experience, additional experience of any kind likely to have prepared a candidate for the position)

In evaluating a candidates’ experience, length, and quality of experience should both be considered. The quality of experience, and particularly the variety and level of responsibility may be more important than the length of experience.

INDICATION OF JOB RELATED SKILLS, ABILITIES, AND ATTITUDE

(initiative, creativity, organization, accuracy, cooperative relationships, attitudes towards the public, etc.)

In determining whether or not the candidate possesses the required job-related skills, abilities and attitudes, scrutinize their application materials in an attempt to ascertain their basic values and general abilities and interests as related to the position in a local government setting. In considering this criterion, try to look beyond the factors considered in evaluating the first two criteria (Education and Experience).

ADDITIONAL SCREENING CRITERIA – if applicable

The Panel may want to identify and define additional screening criterion. If an additional criterion is used it should be specific, measurable, and related to successful performance in the position.

VETERANS PREFERENCE POINTS– if applicable

Veterans Preference Points - Applicants for open, non-promotional examinations who have served in the United States’ Armed Forces as defined in Government Code Section 18540 and who qualify as veterans shall be eligible for five (5) veterans’ preference points to be added to their score, provided that they achieve a passing

score in the overall examination. Qualified veterans with a service-connected disability of 30% or more shall be eligible for an additional five points to be added to a passing score of an open, non-promotional examination. To receive the additional five (5) veterans' preference points, a copy of an official statement, dated within the last twelve (12) months, from either the Department of Veterans Affairs, or a branch of the Armed Forces indicating that applicant's disability is 30% or more must be attached to each specific Application for Examination.

Veterans' Preference for the County of Glenn Applicants

1. An applicant who has received a passing score on all components of an examination (up to and including oral examinations) and who is a veteran shall receive credit for an additional five points to be added to the final examination score.

2. For the purposes of this section, a veteran has the same meaning as in Government Code § 18973, as now enacted and as may hereafter be amended. As currently written, Government Code § 18973 defines a "veteran" as any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940 to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces whose service therein did not exempt him or her from the operation of the Selective Training and Service Act of 1940.

3. (a) An applicant who wishes to be considered for veterans' preference credit must submit a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) with the application on or before the final filing date for the recruitment and;
(b) Failure to submit the required credentials on or before the final filing date of the recruitment shall be deemed a waiver of the veterans' preference.

4. Veterans' preference shall apply to application screening and examination scores used to create eligible lists from Open Recruitments and shall not affect recall lists, eligible lists created from County or Departmental Promotional Recruitments or by any other means, or any other employment decision. Should an applicant claiming a veterans' preference be hired to a regular County employment position, his or her veteran's preference shall not be applied to any subsequent County recruitment, reclassification, transfer or other employment decision during the time he or she remains employed in a regular County employment position.

5. Veterans' preference shall apply only to the examination scores for non-Merit employment positions with Glenn County.

6. Veterans' preference shall not apply to Glenn County employment positions covered by the State Interagency Merit System, which are governed by the provisions of the Local Agency Personnel Standards (LAPS) as set forth in Title 2, California Code of Regulations, sections 17010, et seq.

Glenn County Oral Interview Rating Sheet

Position: _____

Applicant's Name: _____ Date: _____

SCORING CRITERIA:	Superior	=	3	points
	Well Qualified	=	2	points
	Qualified	=	1	points
	Unacceptable	=	0	points

1. _____ (3 pts possible)

2. _____ (3 pts possible)

3. _____ (3 pts possible)

4. _____ (3 pts possible)

5. _____ (3 pts possible)

6. _____ (3 pts possible)

7. _____ (3 pts possible)

8. _____ (3 pts possible)

9. _____ (3 pts possible)

10. _____(3 pts possible)

11. _____(3 pts possible)

12. _____(3 pts possible)

13. _____(3 pts possible)

14. _____(3 pts possible)

15. _____(3 pts possible)

Rater's Signature: _____ TOTAL POINTS: _____

Recruitment Selection Form

(Please complete once a selection has been made.
Must be submitted to and approved by the Personnel Department prior to making an offer.)

Name of Applicant: _____

Department: _____ Job Title: _____

Desired Start Date: _____ References checked by department

Type of Position: Regular F/T Regular P/T PSE Volunteer Intern

Range: _____ Desired Step: _____

Salaried Hourly

(If salaried position, please submit a FLSA Exemption Test Worksheet with the Recruitment Selection Form)

Bilingual Requested: ___ Yes ___ No

If step B or C, requires Department Head and Personnel Department Approval, if step D or E, also requires CAO approval. **Reason for desired step, if above step A:**

Department Head Approval: _____

Personnel Department Approval (If applicable): _____

CAO Approval (If applicable): _____

Linda Durrer, Personnel Director

Scott H. De Moss, County Administrative Officer (CAO)

PRE-HIRE TRACKING LIST

Part A – Panel Lead

Applicant Name:	Dept. Contact Name:
Department:	Supervisor Name:
Position:	Interview Date:
Type of Position: ___ Full Time ___ PSE ___ Intern ___ Volunteer ___ Other	
Requested Pre-Employment Test: ___ Physical ___ Drug Screen ___ Fingerprints ___ Background	

Reference Checks

Company	Name	Date	Reference OK
1.		___/___/___	___Y ___N
2.		___/___/___	___Y ___N
3.		___/___/___	___Y ___N

Comments: _____

Verification of Professional Licensure: ___ Y ___ N ___ N/A

HHS Staff Only: LEIE Search: ___ Y ___ N ___ N/A

HHS Staff Only: Medi-Cal Suspended and Ineligible Provider List: ___ Y ___ N ___ N/A

Part B – Director or Designee

Director/Designee approval for hiring: ___ Yes ___ No

Signature: _____ Date: ___/___/___

Email completed form to the Personnel Department

Part C – Personnel Department

Range ___ Step ___ Wage ___ Date of Conditional Job Offer: ___/___/___ Accepted: ___Y ___N

Date of Birth: ___/___/___ Phone Number: _____ Application on File: _____

	<u>Medical/Drug</u>	<u>Live Scan</u>	<u>Law Enf. Background</u>
Appt.	___/___/___	___/___/___	___/___/___
Location	_____	_____	_____
Log	___/___/___	___/___/___	___/___/___
Results Rec'd	___/___/___	___/___/___	___/___/___
Cleared	___ Yes ___ No	___ Yes ___ No	___ Yes ___ No

If no, please explain: _____

Date Notified Dept of Results: ___/___/___

Employment Start Date: ___/___/___ Notified Personnel of Start Date: ___/___/___

Comments: _____

Official Offer Letter Sent: ___	Onboarding Email Sent: ___ Pers. ___ Dept. ___	IT Form: ___	E-Verify: ___
---------------------------------	--	--------------	---------------

See instructions on reverse side

Instructions:

The Personnel Department will Email this form to the Interview Panel Lead.

Part A: To be completed by the Panel Lead and forwarded to the Director or Designee for approval.

Part B: To be completed by the Director or Designee and returned to the Personnel Department.

Part C: To be completed by the Personnel Department and forwarded to the Supervisor.

Part D: To be completed by the Supervisor and returned to the Personnel Department.

Part E: To be completed by the Personnel Department and then file the completed form in the employee's personnel file.