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DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE	07/01/96
POLICIES AND PROCEDURES	REVISION DATE	10/01/04
SUBJECT: Recruitment Policy		
Bob Morgan, Executive Director		

I. PURPOSE

To define the career service recruiting and hiring related policies and procedures of the Department of Natural Resources.

II. POLICY

It is the policy of the Department of Natural Resources to recruit and hire the best qualified applicants to fill vacant career service positions while complying with the rules and procedures established by the Department of Human Resource Management.

III. PROCEDURE

- A. The division submits a completed Position Staffing Request form, HR-1, (Attachment 1), with an authorized signature and a completed Position Analysis Form (PAF) (Attachment 2) to the Human Resource office.
- B. The Human Resource Analyst will assist the hiring official in completing the position analysis if needed. If a position analysis was previously submitted and it accurately reflects the job duties, the previous position analysis may be used. The HR Analyst will enter the information from the position analysis into the Utah Job Match System, which will be used to develop the job announcement.
- C. Prior to announcing a position, the hiring official will work with the HR Analyst to decide which job related knowledge, skills, and abilities (KSA's) will be used to screen and rank the applicants; determine the weight each KSA will have in the ranking process; and develop questions that will be included in the on-line announcement/application for determining each applicant's qualifications.
- D. The position will be advertised for at least five (5) working days and the Utah Job Match Recruitment system will be used for all career service recruitments.

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- E. The Human Resource Analyst will review the applications in Utah Job Match, assign each applicant a rating and determine which applicants will be included on the hiring list. The Human Resource Analyst will forward the hiring list, containing the names of the best-qualified applicants to be interviewed and any information the applicants were asked to provide to the hiring official.
- G. The hiring official contacts the applicants to schedule interviews. This contact can be made by phone, but there must be a written follow-up letter to verify that there was a formal attempt to contact the applicant. If the contact is made by letter, the letter must be mailed five working days prior to the interview date.
- H. The hiring official will submit to the Human Resource Analyst the proposed interview questions and answers. The questions must be job related and be as measurable as possible. After Human Resource approval, these questions will be placed on the department's Oral Evaluation Form, or equivalent (Attachment 3) which assists interview panel raters in documenting and scoring applicant interviews.
- I. Following the interviews, the hiring official and the Human Resource Analyst will discuss the outcome of the interviews and verify interview scores. The applicant with the highest score will be offered the job unless there is compelling justification to the contrary. Any justification of this nature must be documented in writing for the recruitment file.
- J. Reference checks must be conducted on applicants before making a job offer. Only individuals listed on the Reference Release Form (HR-4) will be contacted. Reference checks can be conducted either by the division or the Human Resource office. Reference check form HR-4 must be used (Attachment 4).
- K. Prior to making a salary offer, the hiring official must obtain the Human Resource Analyst's approval. If the offer is going to be made above entry of the range, the Human Resource Analyst will make a salary equity check of all employees throughout the division in the same classification. Without sufficient justification, no offer will be made which is above the rate of a current similarly situated employee.

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- L. After the job offer has been accepted, the division may send a letter to the individual congratulating them on his/her success and verifying the salary offer and starting date. The Human Resource office will send an offer letter on behalf of the department confirming the salary and effective date to the successful applicant. This letter will also include benefit and new employee orientation information if appropriate.
- M. The division will send letters to the interviewees who were not selected.
- N. The hiring official then returns the oral evaluation scoring sheets, copies of all letters that have been sent to applicants, any written justification, and other information or documentation related to the recruitment, including background check and medical information obtained on applicants for law enforcement positions, to the Human Resource office.