

Title: Hiring Process

Issuance Date: April 19, 2023

(Must be reviewed annually)

Applicable Regulations, Guidelines, and AHS Policy:

Vermont statute or rule:

- DHR Recruitment and Posting of Vacancies #4.0
- DHR Veterans' Preference #4.3
- DHR Verification of Eligibility for Employment #4.4
- DHR Interviewing & Reference Checking #4.11
- DHR Market Factor Adjustment #12.3
- DHR Compensation for Temporary Employees #12.7
- DHR Tax Compliance #12.12
- V.S.A §331

Other:

- VSEA Non-Management Unit Contract
- VSEA Supervisory Unit Contract

Purpose:

To guide DVHA Hiring Managers through the DHR hiring process.

Procedure:

New Temporary Position:

The State of Vermont strives to keep the use of temporary employees to a minimum. Hiring Managers may request temporary resources for seasonal, sporadic, fill in, intermittent bona fide emergency situations or part-time on going.

The Hiring Manager will need to complete a temporary position request form and work with DVHA Recruitment. State of Vermont (SOV) Temporary Employees are limited to 1,280 hours of work per calendar year per the V.S.A. rule, except in cases of emergency as authorized by the Commissioner of Human Resources. Requests are required for temporary employees expected to work over 1,280 hours in a calendar year. Through the Affordable Care Act (ACA), Federal monitoring SOV Temporary

employees are limited to 1,560 hours of work in the 12 consecutive months after the hire date. Penalties will start after the employee has exceeded 1,560 hours in the 12-month consecutive period. Contracted temps do not have the State Statute and ACA limitations.

Filling a Vacant Position:

In addition to the DHR hiring process, please use the following procedure for DVHA's hiring process. When an employee resigns, the supervisor must immediately notify DVHA Recruitment and submit an Employee Notice of Separation form. This must be done before the recruitment process can begin. The supervisor will submit the completed Recruitment Request form to DVHA Recruitment, include the Advertisement Request form if applicable. The Unit Director must sign off on the Recruitment Request. The recruitment request will be reviewed by DVHA Recruitment before routing to the appointing authority or authorized representative for approval.

Exempt positions require additional approval from the Agency of Administration before posting. Review directive memo from the Secretary of Administration. The Hiring Manager should work with DVHA Recruitment on the Request to Fill and exempt position. Once approved by the indicated appointing authorities, DVHA Recruitment will enter the recruitment request into the SuccessFactors recruitment system. DHR will send a confirmation email when the position has been posted.

The initial job requisition is required to be posted for ten business days. Once the position closes, if the Hiring Manager would like to repost the position for additional time, they should submit a request to DVHA Recruitment. If the position is reposted, interviews can still be conducted for the initial routed applicants list, but an offer cannot be made until the position closes again.

The Hiring Manager will receive notice from the DHR Talent Acquisition Specialist that candidates have been moved to Hiring Manager Review in the system once the position has closed. Only candidates who appear in Hiring Manager Review can be interviewed. The position must be closed before contacting any of the candidates or conducting any interviews. Once interviews are completed, Hiring Managers will move candidate(s) to interview status and document interview details and comments.

When the candidate is moved into 'Pre-Offer Status', they will be required to complete the designated pre-offer forms. The candidate will get a system generated email notifying them they will need to log-in to SuccessFactors and complete additional required information. The Hiring Manager should also contact the candidate and let them know they would like to move forward with them, but they need to log-in and complete additional information to move forward in the process.

Pre-Offer forms MUST be submitted to DHR before a verbal offer can be made to an internal or external candidate.

- a. **Internal Applicant:** Criminal History Form
- b. **External Applicant:** Criminal History Form & Tax Check

The Hiring Manager will receive an email notification indicating whether the candidate(s) are in good standing or not. Once the Hiring Manager has been notified of the candidate's good standing, the Hiring Manager may make a verbal offer and determine a firm start date. Current state employees **MUST** start at the beginning of a pay period. External candidates can start at any time; however, the start of a pay period is recommended. All start dates must be scheduled at least two weeks from the date of acceptance. External candidate start dates should be at least three weeks from the start date of acceptance to allow time for the paperwork to be completed at least two-weeks before the start date.

If the candidate is external to the state, and declines the offer based on salary and the Hiring Manager wishes to negotiate pay based on the candidate's experience and that they are the most qualified candidate for the position, then a Hire into Range(HIR) request must be completed. The Hiring Manager must work with DVHA Recruitment on this process. Hire into Range Requests must be approved by the DVHA Commissioner, the AHS Secretary (if it is above step six) the Agency of Administration Secretary and the DHR Compensation Director. DVHA Recruitment will notify DHR that the HIR process has been initiated so they can put a note on the requisition.

Once the Hiring Manager receives a verbal acceptance and determines a firm start date with the applicant, they can start the offer letter process. To initiate this process, submit the following information to DVHA Recruitment:

- Candidate Name;
- Requisition #;
- Position #;
- Title;
- Firm Start Date;
- Temporary Service End Date;
- Limited Service End Date;

This information will be used to "forward the applicant" in the recruitment system. DHR will write the formal offer letter. The candidate will receive an email notification and will be instructed to log into the recruitment system and accept the offer. Once the offer has been accepted, the new hire will need to come back to the office prior to their start date to complete any required paperwork. Please work with DVHA Recruitment to schedule this appointment. Hiring paperwork will vary based upon the type of hire. The hiring manager will receive the required paperwork from DVHA Recruitment.

Hiring managers complete the DVHA New Hire Announcement form as soon as the candidate has formally accepted the job offer in the recruitment system and submits it to DVHA Recruitment. DVHA Recruitment will review and forward the announcement to specified interested parties. A LANDesk User Account request should also be promptly

Standard Operating Procedure

entered to set up email and any other necessary accounts/access the employee will need for their position. Once the candidate(s) have formally accepted the job offer in the recruitment system, the Hiring Manager must move the remainder of the applicants in the recruitment system to not selected, which will send out letters indicating they were not selected per reason that selected when moving them, i.e., another applicant was hired. This will change the applicants' disposition to reflect that they are in not selected status.

All completed paperwork should be sent to DVHA Recruitment to enter a Personnel Action Request (PAR) to initiate the hire. Forms will then be forwarded to the DHR Human Resources Administrator. Please note, an employee ID number cannot be assigned until paperwork has been submitted. A photo of the employee on a white background, per Building and Grounds badge photo requirements, must be submitted to the DVHA Badge requester for a DVHA Badge. Badges cannot be issued without an employee ID number.

Hiring managers send out a "welcome packet" via e-mail. Materials can be found on the DVHA Insider intranet (on the Supervisor Resources page under Onboarding). A Supervisor's Guide to New Employee Orientation is also available to provide information in an easy-to-follow format, for the first year of employment. DVHA Recruitment will send a welcome email to the new employee on their first day, which will include their employee ID and a link to the DVHA Orientation Roadmap which includes orientation milestones for the first year and beyond, helpful resources, and required trainings. DVHA Recruitment will notify supervisors of the new employee's probation date and annual performance evaluation date when they are updated in the evaluation system.

Revision History:

Date	Summary of Revisions
1/14/14	Original Issuance
9/2/14	Revision
6/30/18	Revision
3/11/19	Revision, accepted by OMU
3/25/19	COO approval
1/8/20	Revision - retitle SOP and remove sections no longer applicable to process.
11/10/20	Revision-minor grammatical edits and fixed broken links.
2/18/2022	Revision and edits.
3/8/2022	OMU review, added issuance date.
4/19/2023	Minor revision, edits, and fixed broken links.

Table 1 Revision History