

STATE OF MAINE

DEPARTMENT OF PERSONNEL

March 17, 1983

PERSONNEL MEMORANDUM 1-83

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Direct Hire Employment Application Procedures

This memorandum supplements Personnel Bulletin 6.10, Examination and Selection Requirements for Direct Hire Employment Classes. It explains procedures for implementation and utilization of Direct Hire Employment Applications and related reports.

The term "Direct Hire" refers to all classified positions in the non-competitive division. It more aptly describes the hiring process for these classifications, while avoiding the misleading use of "non-competitive" for positions which are, in fact, to be filled competitively at the agency level.

Personnel Rules and Contract Provisions

Existing Personnel Rules and collective bargaining provisions which refer to "non-competitive" classifications shall remain applicable. Recruitment, examination, and selection activities shall remain subject to review to ensure compliance with Merit Standards and Affirmative Action/Equal Employment Opportunity (AA/EEO) requirements.

EEO Survey Data

The Direct Hire Application (PER 3 - 8/82) has been designed to more effectively meet the informational needs of the State and of agencies filling Direct Hire positions. A sample Direct Hire Application is attached for your review.

A significant feature of this application is a CONFIDENTIAL applicant information survey - "tear-off." This survey is essential to the State's automated Applicant Tracking System. Data compiled and analyzed through this system will enable the State to meet its dual obligations of maintaining applicant data and monitoring the employment process to ensure compliance with Merit Standards and EEO requirements. The tracking system requires that a separate application be filed for each classification applied for.

When a completed Direct Hire application is received by an agency, the survey must be detached and returned to the Department of Personnel for data processing. To insure confidentiality and provide for objectivity in hiring, it is imperative that this function be performed by a staff member who is not normally involved in hiring procedures, i.e., a receptionist or other employee who does not review applications for acceptance or interview or select applicants. There is to be no discussion or review of information submitted

and no copies shall be made of completed surveys. By effectively processing surveys, basic confidentiality can be maintained and appointing authorities will not be exposed to allegations of biased selections based on knowledge of survey information.

The employee who processes "tear-off" surveys must ensure that the form includes the agency number, class code, and official class title. This information is critical to tracking an applicant's progress and maintenance of applicant flow statistics. An agency has the option of providing this information to the person filing the application or having this information filled in by the employee designated to process the survey sheet, i.e., for applications received via mail. When practical (i.e., sufficient quantity of surveys or inter-office mail available), surveys should be submitted to the Department of Personnel the day they are received. Otherwise, they should be submitted at the end of the work week.

Agency Recordkeeping

Agencies shall chart applicants' progress through agency selection processes through use of the Activity Report for Direct Hire Employment Classifications - PER 45, attached. These reports will be periodically submitted to the Department of Personnel for entry into the tracking system. Activity Reports are to be maintained for each active application on file in an agency office.

The agency's activity record for an applicant will begin by entering the application number, class title, and type of action on a PER 45 when the initial personnel action occurs. Subsequently, every time that a relevant personnel action occurs for that applicant, it should be indicated on a PER 45 containing the appropriate application number and class title. As an example, for one reporting period an agency may have entered an applicant into the system and only reported that the person passed minimum qualifications. A subsequent report may update the applicant's progress to show the applicant passed another selection device, was interviewed, and was not selected.

Application Materials and Forms

An initial supply of Direct Hire applications will be furnished to agencies by the Department of Personnel. Future supplies of applications will have to be ordered from the warehouse by agencies. PER 45s and pamphlets with updated listings of Direct Hire classifications will be distributed by the Department of Personnel and future requisitions will be filled by this department.

As soon as Direct Hire applications are received by an agency all old applications formerly provided to applicants for non-competitive positions are to be destroyed. Any old completed applications which are on file and still active should be retained by the agency and processed as they ordinarily would be. Under no circumstances are the new applications for jobs filled through the register process (PER 1-7/81) to be substituted for Direct Hire applications (PER 3 - 8/82).

Notice of Position Vacancies

Personnel Bulletin 6.10 sets forth required and optional procedures to notify persons of vacancies in Direct Hire classes. The types of notices required are:

1. Agency or institution employees must be notified in accordance with applicable collective bargaining agreements, as is the current practice.
2. The Agency or institution must notify the Department of Personnel of all classes open to application, and the manner in which they are open (e.g., agency, statewide).

Initially, each agency or institution should provide the Department of Personnel with a list of all Direct Hire classes currently open on an agency, statewide, or open competitive basis and give the closing date of each. Similar notice to the Department of Personnel should be made as classes are opened and closed to application in the future.

Notice to the Department of Personnel is being required so that it can more effectively serve agencies and applicants. Accurate information regarding current vacancies and classes which are open to continuous recruitment by agencies will enable the Department of Personnel to provide better job counseling and make more effective job referrals. This process should reduce the flow of applicants contacting agencies needlessly when vacancies do not exist and/or classes are closed to application.

3. If recruitment is broader than from within an agency, the job opening must be listed with the Maine Job Service. Listing with the Job Service assures a consistent process for advertising State positions. In addition, the Job Service and an agency may enter into an agreement for a variety of personnel services which may be helpful to the agency.

A list of Job Service offices is attached. Information on the services of the Maine Job Service may be obtained from the Augusta Job Service Office (289-2601) or any of the other offices on this list.

Affirmative Action

For purposes of Affirmative Action, an Agency Affirmative Action Officer (AAO) may request EEO information from this department to ensure that qualified applicants (on file) from underutilized groups are included in the pool of candidates considered for a vacancy. Such requests are valid when the agency, through its Affirmative Action Plan or a work force survey, has identified areas of underutilization or underrepresentation in Direct Hire classes.

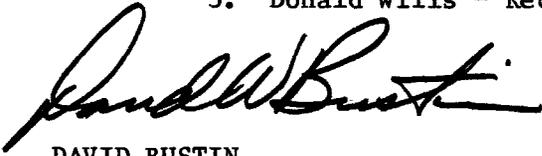
This provision is to assist agencies in making good faith efforts to achieve affirmative action goals. Requests are to be submitted to the Affirmative Action Coordinator for approval. Personnel Officers and AAOs will be responsible for providing confidentiality and ensuring that use of the information is consistent with this provision.

Training and Information

Agency representatives will be invited to a training session regarding Direct Hire applications. Cooperation and assistance are requested from all agencies in implementing the new application procedures and dealing with employees and outside applicants who may have some initial confusion or concern about using two new employment applications.

Questions regarding the procedures and applications referenced in this memorandum and Personnel Bulletin 6.10 should be addressed to the appropriate Personnel employee listed below, at 289-3761.

1. Richard Paradis - Applications, forms, submission of forms, records and report capabilities.
2. Kenneth Newsome - AA/EEO requirements.
3. Donald Wills - Recruitment and examination.



DAVID BUSTIN
Commissioner

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS