

State of Maine Hiring Process

Direct Hire

- ☐ Review current job description, operational needs, and interview process with hiring manager
- ☐ Manager (or designee) will create Request to Fill and get Commissioner approval in accordance with HR Memorandum 1-19 <https://www.maine.gov/bhr/sites/maine.gov.bhr/files/inline-files/hrmem1-19.pdf>
- ☐ Revise/create draft of job posting, including supplemental questions and preferences, if any, for review with hiring manager
- ☐ Verify title, position number, class code, description, stipends, requirements, minimum qualifications and salary
- ☐ Enter posting into RecruiterBox
- ☐ Positions must be posted for a minimum of 10 work days, in accordance with the Collective Bargaining Agreements and Civil Service Rules. (All Maine Management Service confidential, non-appointed positions must be posted for a minimum of 3 work days)
- ☐ Email job posting information using approved template to all Department and HR Staff
- ☐ Screen all applicants for minimum qualifications (involve subject matter expert, if necessary)
- ☐ Send notice to all non-qualified candidates
- ☐ If the number of qualified applicants is significant, work with the hiring manager to determine skills and abilities necessary to be successful in the specific job, and re-screen applicants to determine the most qualified who will be offered interviews

Veteran's Preference

https://legislature.maine.gov/legis/bills/bills_127th/chapters/PUBLIC438.asp

- ☐ Each selection process is required to interview **ALL** candidates who provide documentation of their status as a veteran (DD214) or gold star spouse (DD1300) and meet the minimum qualifications for the position; ensure names of all candidates are included on the list of candidates provided to the hiring manager
- ☐ Any applicant who provides documentation of their status as a veteran or gold star spouse who, after interviewing, is not selected for a position will be sent a letter notifying them of such, which will include an offer to meet with the candidate and discuss future job opportunities

Persons with Disabilities and Ticket to Work Program

https://legislature.maine.gov/legis/bills/bills_128th/chapters/PUBLIC261.asp

- ☐ Once posting has closed, review all applications to determine candidates who meet the minimum qualifications.
- ☐ If all qualified candidates will be interviewed, no further review is necessary under this Act
- ☐ If not all qualified candidates will be interviewed, conduct additional screening as necessary to select the most qualified applicants who will move forward to the interview.
- ☐ Each selection process is required to interview one qualified candidate who identifies as a person with a disability, AND one qualified candidate who identifies as being eligible for the Ticket to Work program, if there are any. In order to be considered under this Act, the candidate must include the following documentation with their application:
 - ☐ For the Ticket to Work Program, any document the applicant has received from the Social Security Administration indicating that they receive disability benefits.

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- ☐ For a person with a disability, a statement on professional letterhead certifying that a healthcare provider or qualified professional with advanced training related to disabilities is verifying that the candidate is a person with a disability who has a physical or mental impairment that substantially limits one or more major life activities
- ☐ If not all qualified candidates will be interviewed and multiple qualified candidates have self-identified as a person with a disability or self-identified as a person who is eligible for the Ticket to Work program, select the most qualified one who self-identifies as having a disability and the most qualified one who self-identifies as being eligible for the Ticket to Work program. Add these names to the list of candidates who must be interviewed for the position.
- ☐ Review and retain the disability documentation with the hiring materials in Human Resources; do not share with the hiring panel.
- ☐ When selecting candidates, do not disclose to the hiring panel which candidates are being interviewed under this Act.
- ☐ Human Resources is responsible to send a letter to all applicants who identify as a person with a disability or as being eligible for the Ticket to Work program who is not selected for a position. This letter will include a link to the State of Maine career opportunity page and to the Department of Labor, Bureau of Rehabilitation Services.
- ☐ Send notice to all qualified candidates not selected for an interview
- ☐ Provide hiring authority with HR guidelines for recruitment and selection material, including the Armstrong memo <https://www.maine.gov/oer/manual/49%20Selections%20for%20Position%20in%20MSEA%20Units-The%20Armstrong%20Memo%2003-02-2016.pdf>
- ☐ After interviews are complete, the hiring manager will prepare a hiring justification to support selection for HR review
- ☐ Once verbal job offer is accepted by the selected candidate, prepare offer letter including rate of pay (Range and Step, as well as any supplemental or special pays) and start date
- ☐ Send appropriate notice of non-select (standard, veteran's preference, disability and Ticket to Work) to candidates interviewed but not selected