

For Civil Service positions there are a few aspects of the process that are a bit different.

1. HR undertakes the initial review of applicants to determine which applicants have the minimum qualifications.
2. Applicants who have the minimum qualifications are allowed to test for the position.
3. The test for the position can either be an actual test, or a credential test.
4. Once the tests are scored, the committee will be provided with the list of candidates who have the top 3 scores on the test. This is not necessarily candidates, but three bands of candidates. For example, if the top 3 scores were 100, 99, and 98, then all of the candidates who scored 100, all of the candidates who scored 99, and all of the candidates who scored 98 would be referred to the search committee for additional review.
5. All of the candidates who earn one of the top three scores must be offered an interview.
6. The number of candidates who need to be interviewed will thus shape the approach to the interviewing process. When there is a large number of candidates to interview, it makes sense to begin with telephone interviews, which are less time and resource intensive. When the number of candidates is small, it is more feasible to interview all of them in person.
7. Unless there is a significant disqualifying event, an offer should be made to one of the candidates. There is no such thing as a “perfect candidate”—be mindful of the fact that Civil Service employees are on probation for either 6 to 12 months, so if there was some skill deficit that was identified during the hiring process, there’s some time to work on it collaboratively, and if in the end, if an employee does not develop a required skill sufficiently, they could be let go. This is not ideal, but most of the time, if folks have made it to the top of the heap in the scoring process, they should be viable candidates who are qualified to do the job.
8. When a position is identified as goal related, Tamika can work with the hiring manager to access the list of candidates who are on the intern list. These are candidates who took the exam, but did not score in the highest bands due to relatively minor differences in education, experience, etc. If a candidate on the intern list would help to meet the goal of a goal related position, then it may be possible to consider a candidate on the intern list. Candidates who are hired from the intern list are provided a training period in addition to their probation period to help insure that they are well supported and prepared to be successful in their position.