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| <h1>POSTING AND PRE-SCREENING PROCEDURE</h1> | |
|  Effective | January 19, 2005 |
| <input checked="" type="checkbox"/> Purpose | To provide uniform posting and pre-screening guidelines throughout the department. |
|  Authority | ORC 1501.01 |
|  Reference | ODNR Interview and Selection Procedure Approval Request Memo Posting Request Form (DNR 1231) Prescreening Criteria Form (DNR 1230) Minimum Qualification Conversion Table Workflow Checklists |
|  Resource | Office of Human Resources – Personnel Services Section |

Request for Approval

As each division/office determines that a vacancy is to be filled, it will submit a completed Approval Request Memo to the Office of Human Resources approval request coordinator (suggested to be sent at least two weeks before the desired posting date). Once all required signatures are obtained, the assigned Human Resources (HR) Representative will notify the division/office.

Posting Procedure

Once the approval is received from OHR, the division/office will post the vacancy on the On-Line Employment Application Process system (OLEAP). The posting will contain the following information:

- a. The classification, rate of pay (both hourly and annually), position control number (PCN), division/office, location and county of vacancy, division contact, posting dates, and hours of work.
- b. **JOB DESCRIPTION SECTION:** Job Duties of the position are taken directly from the position description on file for the vacant position. Should the position description needs updating, send an updated version of the position description to the assigned HR representative prior to the position being posted. The division/office needs to ensure that the position description has been updated within the last two (2) years to ensure accuracy of duties.

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- c. **MINIMUM QUALIFICATIONS (MQ's):** MQ's for the position are taken from the classification specification provided by the Department of Administrative Services.
- d. **POSITION SPECIFIC MINIMUM QUALIFICATIONS (PSMQ's):** PSMQ's must be approved by the assigned HR representative before being added to the posting.
- e. **WORKER CHARACTERISTICS:** Worker Characteristics are the basic knowledges, skills, and abilities needed to successfully perform the job duties of the position. This information is taken from "Minimum Acceptable Characteristics" listed on the position description. **PREFERRED QUALIFICATIONS:** If you would like to place preferred qualifications on a posting, please contact the assigned HR representative.
- f. **SPECIFIC REQUIREMENTS:** Under this section, please list those abilities or licenses needed to perform the job duties not already listed in the minimum qualification and/or the position specific minimum qualification section (e.g. CDL; ability to lift a specific amount of weight from point A to point B; training and development required to remain in the classification after employment).
- g. **UNUSUAL WORKING CONDITIONS:** These can be found in the classification specification.
- h. **COMMENTS:** All other information pertaining to the posting needs to be added in the comment section. (e.g., drug testing; project employee)

Once the posting has been entered into the OLEAP system, the division/office will submit the completed Posting Request Form and a copy of the PD to the assigned HR representative. These forms must be submitted to the assigned HR representative **by 12 noon on Friday** in order to have a posting effective date of the following Monday. The assigned HR representative will review and flag postings for viewing onto the Internet. An e-mail will be sent from the Office of Human Resources to all Human Resources Professionals by noon each Monday announcing all posted vacancies for the week. It is the responsibility of each division/office to ensure that the field installations receive postings immediately.

Please Note:

- In the event that a holiday falls within the posting timeframe, the effective/deadline date will be adjusted accordingly. If the deadline date falls on a Saturday or Sunday, the deadline date will be extended to the following workday.
All public postings are made available on the Internet and Jobline. Postings for ODNR Employees Only will be available on the INTRANET under public notice. All postings shall be displayed in an area easily accessible to all employees and general public at each location where applications for employment are available.
- *Applications for posted vacancies must be received and date stamped by the Office of Human Resources. Applications postmarked after the deadline date will not be considered.*

Applicant Packets

The Office of Human Resources will review all applicant packets for postings to determine if an inherent right exists. If there is an (1) inherent right, the applicant packet will be released within seven calendar days after the deadline date of the posting. If there are multiple inherent rights for pay ranges 28 and above, interview questions must be submitted and approved prior to the release of the packet. For exempt positions and bargaining unit positions, which there is not an inherent right, prescreening and interview questions must be submitted and approved prior to the release of the packet. For those positions requiring prescreening and interview questions, please allow three days for review and approval by the assigned HR representative. **Applicant packets will not be released until all conditions are met.**

Prescreening Criteria

The division/office representative will develop all pre-screening criteria which must be taken directly from the job posting. Prescreening criteria are given a point value which will be reviewed by the assigned HR representative as part of the prescreening criteria approval process.

The minimum qualifications must be stated on the pre-screening form exactly as written on the job posting. The minimum qualifications that state, "Must have an undergraduate degree in wildlife" and is followed by "Or thirty-six mos. experience in ... ", the applicant need only meet one of the two options to receive credit for the minimum qualifications (MQs).

It is important to note whether the following equivalency statement appears or is absent at the end of the MQs: "Or alternative, equivalent evidence of the Major Worker Characteristics noted above." If the statement is absent, there is no equivalency for the stated MQ and the stated MQs must be satisfied as written. However, if the equivalency statement appears, it is to be interpreted as any of the training and/or experience in totaling an amount equal to what has been stated in the MQ and in the same or similar occupation or academic field. To determine what constitutes an equal amount of training and/or experience, refer to the Minimum Qualification Conversion Table. If the applicant does not meet the minimum qualifications, there is no need to proceed pre-screening this applicant.

When pre-screening, it is very important to give points only for information that is included in the applicant's packet, not what is assumed the person has done. Any information that is included in the application packet must be utilized for pre-screening.

Once the pre-screening is complete, a cut off point based on score should be established for interview purposes. OHR recommends interviewing the most qualified pool of candidates by selecting those who receive the greatest number of points. All candidates, whose score falls at, or above the established cut-off, shall be included in the interview process. An applicant interview list is to be forwarded to the assigned HR representative no later than three (3) days prior to the scheduled interviews.

All applicants who do not make the pre-screening cut off must be notified immediately after the pre-screening has taken place. This is the responsibility of the respective division/office.

In the event the division/office decides to cancel a posting, it will be their responsibility to notify all applicants immediately of the cancellation.