

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

NUMBER
339

REVISED
11/20/2023

REVIEWED
11/20/2023

EFFECTIVE
11/20/2023

PAGES
10

SUBJECT: EMPLOYEE RECRUITMENT AND SELECTION PROCESS

CATEGORY: HUMAN RESOURCES

Policy

The purpose of this policy is to ensure the equality of employment opportunities and to recruit and hire the best-suited applicants to serve the Idaho Department of Juvenile Corrections (IDJC).

It is therefore the policy of the IDJC to fill positions competitively, on the basis of merit and equal opportunity, and in accordance with applicable federal and state laws, regulations, and the rules of the Idaho Division of Human Resources (DHR).

Operating Procedures

Appointments to positions within the IDJC are made to either a classified position or a non-classified position. Classified appointments are made under the rules established for the classified service by DHR.

The rules of DHR, as they apply to recruitment and announcements, do not apply to non-classified positions; however, all IDJC policies and procedures apply, unless designated otherwise. Authorization to fill a vacant classified position, whether by promotion, transfer, reinstatement, or appointment of a new employee, must first be obtained from the Division Administrator or Director.

I. Request to Recruit

When a job vacancy occurs, the appropriate Division Administrator (or designee, with approval from the Division Administrator) or the Director works with Human Resources (HR) to develop the recruitment plan including the following information:

- A. Name of separating employee, job classification, LUMA position number, and location of the open position;
- B. Date position will be vacant and optimal dates for recruitment and hire;
- C. Provide direction regarding any changes needed for the position description and any particulars regarding the position, e.g., shift, weekends, etc., which should be noted in the announcement;
- D. Define any special requests regarding advertising for a position opening and any other relevant information; and
- E. Licensure requirements, certification requirements, type of appointment (e.g., permanent, limited service, etc.)

II. Recruitment Announcement

- A. The hiring manager, or designee, discusses the opening with the appropriate Division Administrator and HR to establish the specific needs for the position. HR publishes the job posting to the state recruitment website.
- B. The IDJC requests all applicants to disclose previous misconduct described in the Background Checks (340) policy/procedure either in recruitment announcements, written applications, or in the selection process for the hiring or promoting of applicants.
- C. HR and the Division Administrator collaborate to determine appropriate advertising for the external labor market area, in compliance with the IDJC Equal Employment Opportunity (EEO) Plan, through newspaper classified ads, trade and professional journals, Internet listings, job fairs, and national conventions. Job announcements are placed with the Idaho Department of Labor.
- D. When the announcement is published, HR notifies IDJC staff by means of email and links the announcement on the IDJC public website.

III. Referred List

HR forwards candidates to the designated hiring manager. A referred list is composed of names of applicants that meet the minimum qualifications (MQ's) for the position applied for.

A. Special preference situations

1. Veterans preference

Veterans are entitled to additional preference and are placed on the hiring list with a special designation to indicate veteran status.

- a. If a veteran has a designation of two diamonds (DD) before the veteran's name, an offer for interview must be extended.
- b. Other veterans may be indicated by one diamond (D) before their names, in this case an interview does not have to be extended

2. Reemployment preference for laid off employees

- a. Any permanent IDJC classified employee who is laid off is placed on a referred list for their classification, within their layoff unit, with reemployment preference for one year from the effective date of lay off and must be offered the position before any other person may be promoted, transferred, reinstated, or hired. Individuals, in the same classification, who have been laid off from other agencies must be offered the opportunity to interview before considering candidates from statewide promotional or open competitive recruitments. These individuals are listed as a layoff on the hiring list.
- b. HR reviews the referred list for any layoff candidates and notifies the hiring manager.

B. Coding a referred list

- 1. When working the referred list, the hiring manager dispositions applicants appropriately.
- 2. When coding a candidate on a hiring list as "failed to reply," a hiring manager must make a minimum of three reasonable attempts to contact them. All attempts must be documented

by date and time. The hiring manager should also inform the candidate that failure to respond by a specified date and time may be considered as the applicant's declination of interest in the position. Per DHR rule (104.01.d), candidates must be given at least seven (7) days to respond before their name is removed from any eligibility register.

C. Removal of names from a referred list

When the IDJC establishes or otherwise finds a candidate unsuitable for employment, HR can request DHR remove the name from a hiring list. Names may be removed from a hiring list by DHR for the following reasons:

1. Appointment of the eligible candidate from the register to the classification or appointment to a higher classification in a higher paygrade.;
2. A statement by the eligible candidate indicating an unwillingness to accept appointment under previously specified conditions;
3. Physical, mental, or other disability where it has been demonstrated that the disability will prevent the satisfactory performance of essential functions of the position with reasonable accommodation for the disability;
4. Failure to respond to inquiry concerning availability for employment within seven calendar days;
5. The eligible candidate's conduct renders them unsuitable for a position or classification for which they applied.
6. Written rejection for cause by the IDJC is approved by DHR;
7. Conviction of any felony related to the duties of the position;
8. False statements of material facts given in the application or any subsequent examinations or interviews;
9. Dismissal of an eligible candidate from state service;
10. Payment, promising to pay, or giving money, thing(s), service, or consideration to any person, directly or indirectly, for any service or influence given, used, or promised toward securing appointment;
11. Directly or indirectly obtaining information regarding examinations to which an applicant is not entitled;
12. Refusing an interview or refusing to accept a position under conditions set forth by the recruitment announcement;
13. Having been certified for probationary appointment for three (3) separate positions in the same classification and not been accepted for employment for good cause; or
14. Declining three separate offers of employment or reemployment without good cause.

IV. Interviews

- A. HR collaborates with the Division Administrator and appropriate staff to review and develop selection questions, skills testing, and criteria based upon the essential functions of the position, as well as behavioral and situational questions and criteria. A review of questions and criteria must be approved through HR prior to interviews being conducted.
- B. The hiring manager, or designee, in collaboration with HR, prioritizes the referred list to arrive at the list of applicants that should be invited to interview. Consideration is given to double diamond veterans and internal applicants that are included on the list.
- C. In order to be considered for a vacancy, the applicant must be interviewed for the position.
- D. At each step of the selection process, all candidates being considered must go through the same process in order to ensure fair and consistent hiring practices.

Example:

- Ten candidates from the hiring list are selected for interviews. They must all be interviewed.
 - Two candidates are then eliminated from consideration.
 - The next step in the process is to give a presentation.
 - The remaining eight candidates being considered must all give a presentation.
 - Four more candidates are eliminated from consideration.
 - The final step in the selection process is a second interview.
 - All four candidates that are still being considered must be given a second interview.
- E. The following policies and forms are given to candidates at all IDJC employment interviews including internal interviewees:
 - 1. Background Checks (340) policy/procedure and Drug-Free Workplace (327) policy/procedure are given to applicants to keep and read at a later date. Applicants must be aware of the 340 and 327 policy requirements should they be offered a job.
 - 2. Applicants sign the Policy Receipt Acknowledgement (DJC-079) form acknowledging they received both of the policies listed above.
 - 3. Prior to the interview, applicants sign the Authorization to Release Information (DJC-059) and the PREA Pre-employment Candidate Questionnaire (DJC-060) forms.
 - 4. The signed DJC-079, DJC-059, and DJC-060 forms are forwarded to HR.

V. Reference Checks

- A. The hiring manager, or designee, completes at least two professional employment reference checks using the required Reference Checking (DJC-014) form, including one from the current/last supervisor. Three reference checks are needed for positions that require POST certification. If the hiring manager has difficulty obtaining references, they contact HR to discuss options before eliminating the candidate from consideration. The hiring manager ensures that all prior employment with any law enforcement, [institutional employer](#), confinement, hospital, or treatment facility is checked prior to a conditional offer of hire being made. Only professional references or signed performance evaluations are counted; personal references do not count.

1. If the applicant indicates the current supervisor should not be contacted even when contingent on a job offer, the applicant should be informed that the lack of the current supervisor's reference may affect the hiring decision.
 2. For purposes of IDJC background investigations and employment reference checks, any employment where the individual regularly interacted (supervised or unsupervised) with minors or vulnerable adults is included in the definition of Institutional Employer and requires a reference check as part of the hiring process. This includes but is not limited to, correctional/detention facilities (adult or juvenile), jails, hospitals, nursing homes, day care centers, schools, rehabilitation facilities, group homes, assisted living facilities, in-home care (adult or minor).
- B. Hiring manager forwards the names of the top candidates to HR to check if the candidate is a current or former state of Idaho employee. HR contacts that agency's HR staff and requests to view or receive information regarding evaluations, work history, and other pertinent information. A conditional offer of employment is not made until the candidate's performance evaluations have been reviewed.
- C. Supervisors conducting reference checks do not ask or document any information about a protected class status (e.g., race, religion, ethnic origin, sex, pregnancy, age, medical or mental health conditions, use of sick leave, or history of worker compensation accidents, disability, or genetic information). Supervisors, also, do not ask or document any non-job-related information, e.g., regarding applicant's family, marital status, children or child care, transportation issues, or political affiliation. Supervisors do not use any social media as part of screening or reference checking of applicants.
- D. If the hiring supervisor believes that the selection of a qualified candidate may result in the need for moving expenses, the supervisor follows the procedure outlined in the Moving Expenses (221) policy/procedure.
- E. No offer of employment, verbal or written, is made until reference checks are completed.
- F. Immediately following the selection of a candidate, the hiring manager, or designee, is responsible for sending candidate applications, interview notes, interview questions and criteria, reference checks, training plan, if applicable, Voluntary Probation Memorandum of Agreement, if applicable, and all other information used in making the hiring selection to HR.

VI. Direct Care Staff Aptitude Assessment

In addition to the preceding requirements, applicants for IDJC Direct Care Staff positions (staff required to be POST certified) complete an aptitude test to ensure they are capable of performing law enforcement duties. (IDAPA 11.11.01.057.06).

- A. The hiring manager, or designee, works with the applicant to ensure the assessment is completed prior to their first day of employment.
- B. The applicant must receive a passing score on the assessment to be eligible for a contingent offer of employment.
- C. The Division Administrator/Superintendent may waive an applicant that does not pass the assessment by providing written approval of the waiver, including the steps that will be undertaken by the facility to train and coach the employee in the areas of deficiency, to HR prior to a contingent offer of employment.

- D. Existing IDJC staff transferring into a direct care staff (lateral, demotion, or promotion) position who have never taken the assessment or have been out of a direct care position for greater than six months are required to complete the assessment in order to be considered for the appointment.
- E. Former IDJC staff seeking to re-hire into a direct care position are required to complete the assessment, if the break in service is greater than six months or if they have never taken the assessment.

VII. Selection and Offer

- A. All information obtained from the application, résumé, interview, presentations, testing, and references is reviewed and evaluated for determination of which candidate is the best qualified for the position.
- B. Once a decision is made to select the best candidate, the hiring manager discusses the selection proposal with the Division Administrator, who is responsible for the final approval of the hire.
- C. For Peace Officer and Standards Training (POST) positions, an ILETS background check, child abuse registry check, and a search on the Idaho Supreme Court Data Repository, Idaho Transportation Department (ITD), and the sex offender registry is conducted. The results are discussed with the Division Administrator who decides whether to proceed with a conditional offer.
- D. The Division Administrator and HR must discuss the qualifications and recommendations for an appropriate starting pay rate for the position. HR may consult with Fiscal on the proposed salary and compare the requested pay rate to other employees to ensure internal equity. If an offer of employment is made prior to the completion of pay discussions, the supervisor may be required to rescind the offer.
- E. After the pay rate has been approved, and a proposed start date has been discussed with HR, the immediate supervisor contacts the selected candidate to extend a conditional offer of employment.
 - 1. The offer includes the discussion of the starting pay and effective date.
 - 2. HR prepares a conditional offer of employment letter, including starting rate of pay, effective date of employment, probationary period requirements, and any other applicable terms and conditions of employment.
 - 3. The supervisor clarifies that the offer is contingent upon the results of the background check process. This applies even if the applicant is a former employee or employee of another state agency. A Conditional Offer of Employment letter and a Background Check Authorization and Self-Declaration (DJC-058) form, are completed and signed at the time the conditional offer is accepted. In addition, for POST and safety sensitive positions (refer to the Drug-Free Workplace (327) policy/procedure for a complete list of positions), the supervisor sends the candidate to take a drug test on the same day the conditional offer is made.
 - 4. In most cases, where the candidate is an interagency lateral transfer, interagency voluntary demotion, or reinstatement, HR ensures a Voluntary Probation Memorandum of Agreement form is completed and agreed to by the candidate at time

of offer. The agreement must be signed by all parties prior to the offer being finalized and the position filled. A copy of this document is kept in the personnel file.

5. Employees must be 18 years of age or older and are subject to state and federal child labor laws. HR verifies age during the orientation process by reviewing documentation provided for the I-9 verification process. If an applicant is verified to be under the age of 18 years, the offer of employment is rescinded. For positions requiring POST certification, the applicant must be 21 years of age.
- F. A New Hire Orientation is conducted on the employee's first day of hire, unless otherwise agreed upon by HR and the hiring manager, and/or designee. New employee orientation includes completion of the Policy 230, Use of Information Technology Employee Acknowledgement (DJC-055) form.

VIII. Appointments

A. New appointments

1. All new and rehired classified appointments must serve a probationary period of at least 1,040-hours.
 - a. Probation can be extended up to an additional 1,040 hours, to allow time for the employee to gain additional competencies.
 - b. Probation cannot be extended to delay a decision to separate employment, to make sure that the employee will continue to behave appropriately, or for poor performance or attendance issues.
2. Individuals appointed to positions that require POST certification, serve in a probationary capacity until completing the POST certification curriculum in its entirety, passing the POST certification test, and completing a minimum of 1,040 hours.
3. Failure to complete the POST curriculum or to pass the POST certification test within the original or extended probationary period results in dismissal from employment. DHR rules apply for Promotions, Intra, and Inter agency transfers.

B. Reinstatements

1. A reinstatement is limited to a period equal to the length of the employee's probationary and permanent employment combined.
2. The individual must have separated from the classification without prejudice and meet the current minimum qualifications for the position in which they are reinstating.
3. Reinstatement is not permissible in a class for which a departmental layoff register exists.
4. Employees hired as a reinstatement may be required to complete a voluntary probationary period that must be negotiated at time of offer.
5. The Voluntary Probation Memorandum of Agreement must be signed by the candidate, HR, and the Director prior to the candidate's first day of work.

C. Transfers

1. A transfer is not permissible in a class for which a departmental layoff register exists.
2. Employees hired as a transfer from another agency may be required to complete a voluntary probationary period that must be negotiated prior to the start date.
3. The Voluntary Probation Memorandum of Agreement must be signed by the candidate, HR, and the Director prior to the candidate's first day of work.

D. Limited service appointments

1. Limited service appointments are expected to be of limited duration due to funding or nature of the position or project and must be identified and designated as such in advance of announcement. Employees appointed under limited service have permanent classified status after successful completion of probation.
2. In the event a Division Administrator wishes to employ an individual in a limited service appointment, the Division Administrator contacts HR to coordinate the paperwork which is required, including a written agreement requiring signature of both the employee and the IDJC. The Deputy Attorney General is consulted to assure the written agreement is correct.
3. Upon completion of the written agreement and other paperwork, HR ensures that a copy of the agreement is sent to the DHR.
4. Renewals and updated agreements are required every two years.
5. A limited service appointment has the same rights and responsibilities as other permanent employees but may be subject to expedited layoff in accordance with DHR administrative rule 140.01.c.

E. Acting appointments

1. A classified employee with permanent status may be appointed to a position in a classification of higher pay grade within the IDJC in an acting capacity whenever:
 - a. The incumbent of the position in the higher classification is on authorized leave of absence, or
 - b. A vacancy exists and there is no adequate register with reemployment preference status with names of eligible employees who are willing to accept reemployment, nor adequate register for the classification.
 - c. To be eligible for an acting appointment, an employee must meet the minimum qualifications of the class.
2. Acting appointments are limited to the period of time necessary to fill the vacancy but in no case continue beyond 1,040 hours of credited state service unless authorized by the DHR Administrator.

F. Non-classified appointments

Rules and regulations of the DHR do not apply to employees appointed to the following positions; however, all IDJC HR policies and procedures apply unless designated otherwise.

1. Director, Department of Juvenile Corrections
2. Deputy Director of Facility Operations
3. Division Administrator, Administrative Services
4. Division Administrator, Community Operations and Program Services
5. Education Program Director
6. Division Administrator, JCC–St. Anthony
7. Division Administrator, JCC–Nampa
8. Division Administrator, JCC–Lewiston

G. Temporary Appointments

1. All temporary appointments are of limited duration in which hours worked do not exceed 1,385 hours in any 12-month period for any one agency.
2. Temporary appointments may occur for intermittent periods of time and include recurring assignments.
3. Time served in a temporary appointment does not count toward any probationary period or toward permanent status in the classified service.
4. An applicant who is hired as a temporary employee from a hiring list created from a certified register and serves at least 1,040 hours of continuous service may be hired by the employing agency into that position in classified service as an entrance probationary employee without further examination.
 - a. The announcement for the temporary position from which the certified register was created must indicate that the temporary position has the potential of becoming a permanent classified position.
 - b. The classified position must be in the same classification and at the same location as announced.

Reference:

[Glossary of Terms and Acronyms:](#)
[15.04.01 Rules of the Idaho Division of Human Resources and Idaho Personnel Commission EEO Plan](#)
 Title 67 State Government and State Affairs, [Chapter 53 Personnel System](#)
 Title 59 Public Officers in General, [Chapter 16 Nonclassified State Officers and Employees](#)
[POST Council Administrative Rules](#)
[Records Retention Schedules](#)
[Records Destruction Logs](#)

Desk Manual(s): N/A

Related Policies: [Moving Expenses](#) (221)
[Reduction in Force](#) (313)
[Drug-Free Workplace](#) (327)

[Background Checks \(340\)](#)
[Licensure Verification \(366\)](#)
[Records Management Program \(117\)](#)
[Public Records \(901\)](#)

Related Forms:

[Reference Checking \(DJC-014\)](#)
[Background Check Authorization and Self-Declaration \(DJC-058\)](#)
[Authorization to Release Information \(DJC-059\)](#)
[PREA Pre-employment Candidate Questionnaire \(DJC-060\)](#)
[Policy Receipt Acknowledgement \(DJC-079\)](#)
Conditional Offer of Employment (HR)
Voluntary Probation Memorandum of Agreement (HR)
[Records Destruction Worksheet \(DJC-279\)](#)