



Hiring Guide

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Overview

When an employees apply for new positions through NeoGov and receive interviews, all employees go through a standard interview process. Some of the benefits of this process are listed below.

- Everyone is on the same page.
- All parties are aware of the process and expectations.
- Alignment occurs between leadership and interviewers.
- Reduces unconscious bias.
- Process is fair to all employees.
- Employees have a better over-all experience.

This section provides information on the interview process and interview teams. It ends with some information on how to talk to employees who do not receive an interview or who interview but are not offered a position.



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Interview Steps

After employees apply for positions through NeoGov, HR has subject matter experts review and score the applications. Top applicants are then asked to interview for the position. The standard steps for all interviews are listed below.

1. The hiring manager prepares for interview by considering what skills, competencies, and experience are needed for the position.
2. The hiring manager creates interview questions and a scoring matrix.
3. The first interview is scheduled with a diverse panel from across DBH and other divisions if possible. The hiring manager is NOT a part of the first interview.
4. Interview questions are calculated and scored.
5. The hiring manager creates interview questions and a scoring matrix for the second interview.
6. The top scored candidates are asked to participate in a second interview (this number will vary on the number of positions and applicants).
7. The second interview is scheduled with a diverse panel of interviewers from across DBH and other divisions. The hiring manager is a part of this interview.
8. Scores from the interviews are calculated.
9. The hiring manager speaks with the employee's current supervisor, and/or reviews performance evaluations for the top scoring candidates.
10. The hiring manager confers with the employee's direct supervisor.
11. Top candidate(s) are offered position(s).
12. DBH staff is informed.



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Interview Teams

Interview teams will be set to provide as much diversity as possible. Each team will contain:

- At least one member from each geographic area of the state.
- One member from outside the division, if possible. These individuals may be:
 - An expert in similar work from another division (i.e. contracts specialist from Medicaid, if hiring for the contracts team).
 - An HR staff member.



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Follow-up Talking Points

Throughout the transition managers may have to have uncomfortable conversations with employees. The division is committed to letting all employees know about the status of their applications. This means managers will need to notify employees who do not receive interviews or who interview but are not offered a position. Here are some talking points for these situations.

- If an employee applies for a position and does not receive an interview:

Thank you for your interest in (insert position here). I appreciate the time you took to put together an application for our new organization. I received a large number of applications and have decided to move forward with the first round of interviews. At this time, we have decided to proceed with other candidates. I have (number) positions to hire from this hiring list, so there is a possibility that we will need to start over with first round interviews. If we have remaining positions, we may reach out for an interview at a later date. Please continue to look at the opportunities shared on the SLT website. We appreciate your patience.

- If an employee interviews for a positions, but does not receive an offer:

Thank you for the time you took to interview for (insert position here). We were pleased to have such an excellent group of applicants. We have determined that another candidate is the most qualified for the position. I encourage you to continue looking at the opportunities shared on the SLT website.