
CLASSIFIED EMPLOYEES RECRUITMENT AND SELECTION

PURPOSE: To identify requirements and the process for recruitment and selection of classified employees.

I. General Requirements

- A. Eligibility registers shall be established by the Idaho Personnel Commission to provide for fair and impartial selection for entrance into the state classified service and for promotion on the basis of competitive merit examinations.
- B. There are four kinds of eligibility registers:
 1. Departmental layoff registers contain the names of classified employees in permanent or probationary status who have been laid off or demoted because of shortage of work or funds, reorganization, or abolishment of a position. Ranking on such registers is to be made in accordance with Idaho Personnel Commission rules.
 2. Departmental promotional registers contain the names of classified employees with permanent status in a given department who successfully passed a departmental promotional examination for the class.
 3. Statewide promotional registers contain the names of all classified employees with permanent status in all state departments who successfully passed a statewide promotional examination for the class.
 4. Open competitive registers contain the names of applicants who successfully passed an open competitive examination for the class.

II. Placement on Registers

- A. Eligibles shall be placed on the register for a given class ranked in descending numerical order in accordance with their final score on the examination for such class.
- B. Veteran eligibles entitled to five (5) point preference shall be placed on the open-competitive register in accordance with their final score on the examination augmented by preference points.
 1. A disabled veteran may file an application for examination at any time for any class for which the Personnel Commission maintains a register or for which a register is about to be established, provided he/she has not already been examined twice for the same class, does not have current eligibility on that register, or is not serving in a class in the same or higher pay grade as the class for which application is made. The applicant must be a resident of Idaho when application is made. (Ref. Section 65-502 and 67-5309(e), Idaho Code).
 2. Disabled veteran eligibles entitled to ten (10) point preference shall be placed at the top of the open competitive register above all other eligibles in order of their final score on the examination augmented by preference points.

3. The additional points added by reason of veterans' preference shall be used only for initial appointment and not for the purpose of promotions in classified service or subsequent appointment after an interruption in service.
- C. Failure in any part of the examination may disqualify the applicant in the entire examination and from having his/her name placed on the register.
 - D. Notwithstanding other provisions in these rules, when five (5) or fewer applications are received for a class and there is no existing register, the announced examination may be waived by the state personnel director. Applicants meeting minimum qualifications shall be eligible for appointment and their placement on the register shall take into account veterans' preference. When using registers developed in this manner, appointing authorities shall provide the opportunity for placement interviews for each applicant on the register.
 - E. Any classified employee on entrance probation may file an application for a promotional opportunity but may not be placed on a register until permanent status has been attained. (Ref IPC Rules 160-01 and 170.03).
 - F. By submitting an application, an individual is deemed to authorize disclosure of confidential information to state agencies for purposes of screening, testing, interviewing, and hiring. (Ref. Section 9-340(36), Idaho Code).

III. Alternative Examination Process for Persons with Disabilities

- A. Notwithstanding other provision in these rules, an agency may appoint an individual directly into entrance or promotional probationary status in a class if the Division of Vocational Rehabilitation, the Idaho Commission for the Blind or the Industrial Commission certifies the following:
 1. That the individual has a disability or handicap, which is a physical or mental impairment that substantially limits one or more major life activities, as further defined under state or federal law.
 2. That the individual meets the minimum qualifications of the class and is qualified to perform the essential functions of a particular classified position with or without reasonable accommodation; and
 3. That the individual lacks competitiveness in the examination process due to the disability or handicap.
- B. The certification shall be made with the concurrence of Personnel Commission staff.
- C. The probationary period shall be the sole examination for individuals certified under this alternative examination process. (Ref. IPC Rule 150).

IV. Removal of Names From Registers

- A. Names may be removed from an eligibility register by the State Personnel Director because of:
 1. Appointment of the eligible from the register to the class or appointment to a class in a higher pay grade.
 2. Filing of a statement by the eligible that he/she is not willing to accept appointment under conditions previously specified.
 3. Physical, mental or other disability where it has been demonstrated that the disability will prevent the eligible from satisfactorily performing the essential functions of the position with reasonable accommodation for the handicap.
 4. Failure of an eligible to respond within seven (7) calendar days to inquiry concerning availability for employment.

5. The eligible's conduct renders him/her unsuitable for a position in the state service.
 6. Written rejection of the eligible for good cause by an appointing authority as approved by the State Personnel Director.
 7. Conviction of an eligible of any felony.
 8. False statements of material facts given in the eligible's application for employment or any subsequent examinations or interviews.
 9. Dismissal of an eligible from state service.
- B. The State Personnel Director may remove from an eligibility register the name of any person who has paid, promised to pay, or given any money, thing, service or consideration to any person, directly or indirectly, for any service or influence given, used, or promised towards securing appointment; or any person who has directly or indirectly obtained information regarding examinations to which, as an applicant, he or she is not entitled.
 - C. Any eligible candidate who one time refuses a referral or refuses to accept a position under the conditions set forth in the examination announcement may have his/her name removed from the eligibility register by the State Personnel Director.
 - D. If the name of an eligible candidate has been certified for a probationary appointment for three separate positions in the same class in the same department and has not been accepted for good cause, an appointing authority may request in writing to the State Personnel Director that the candidate not be certified to that department again for that class.
 - E. Temporary unavailability of an eligible applicant, not to exceed fifteen (15) calendar days, in order that the employee may give his/her employer advance notice of separation is not proper cause for his/her removal from the register or rejection by an appointing authority.
 - F. Upon written petition from an appointing authority, an employee's name may be removed from a departmental layoff register if the employee declines three separate offers of reemployment without good cause.
- V. Restoration of Names to Registers
- Upon receiving appropriate evidence, the State Personnel Director shall restore the name of an eligible to any eligibility register from which it has been removed for causes enumerated above.
- VI. How to Request and Use Registers
- A. Notify the BSU Department of Human Resources immediately when a vacancy occurs or is anticipated in a classified position, or when budget approval has been obtained for the establishment of a new position.
 - B. When the Department of Human Resources receives notification of a vacancy, a register of names of eligible candidates is requested from the Idaho Personnel Commission for the appropriate classification. Permanent state employees can also be considered on a transfer basis if they are in positions carrying the same classification. Departments are encouraged to review the personnel records of permanent state employees prior to transfer or reinstatement. Contact HRD for instructions on this process (please see Appointment, Reinstatement and Transfer Policies for additional information). Boise State permanent and probationary employees in the same classification may also be considered.

- C. When the register arrives, it is forwarded to the individual responsible for making a selection. It is the responsibility of this individual to arrange interviews with the candidates certified on the register and to make a selection. A letter of instruction will be attached to the register outlining the required hiring procedures.
- D. Please contact HRD for assistance in the development or review of applicant interview questions.
- E. The department notifies the Department of Human Resources of the applicant(s) of their choice. The Department of Human Resources will do reference checks upon request and notify the department by phone of the results.
- F. The selected applicant must be within the top five (5) names on the register.
- G. No offer of employment may be extended to any applicant without the approval of the Department of Human Resources.