

State of Maine Hiring Process

Direct Hire

- Review current job description, operational needs, and interview process with hiring manager
- Manager (or designee) will create Request to Fill and get Commissioner approval in accordance with HR Memorandum 1-19 <https://www.maine.gov/bhr/sites/maine.gov.bhr/files/inline-files/hrmem1-19.pdf>
- Revise/create draft of job posting, including supplemental questions and preferences, if any, for review with hiring manager
- Verify title, position number, class code, description, stipends, requirements, minimum qualifications and salary
- Enter posting into RecruiterBox
- Positions must be posted for a minimum of 10 work days, in accordance with the Collective Bargaining Agreements and Civil Service Rules. (All Maine Management Service confidential, non-appointed positions must be posted for a minimum of 3 work days)
- Email job posting information using approved template to all Department and HR Staff
- Screen all applicants for minimum qualifications (involve subject matter expert, if necessary)
- Send notice to all non-qualified candidates
- If the number of qualified applicants is significant, work with the hiring manager to determine skills and abilities necessary to be successful in the specific job, and re-screen applicants to determine the most qualified who will be offered interviews

Veteran's Preference

https://legislature.maine.gov/legis/bills/bills_127th/chapters/PUBLIC438.asp

- Each selection process is required to interview **ALL** candidates who provide documentation of their status as a veteran (DD214) or gold star spouse (DD1300) and meet the minimum qualifications for the position; ensure names of all candidates are included on the list of candidates provided to the hiring manager
- Any applicant who provides documentation of their status as a veteran or gold star spouse who, after interviewing, is not selected for a position will be sent a letter notifying them of such, which will include an offer to meet with the candidate and discuss future job opportunities

Disability Preference

<https://legislature.maine.gov/doc/2770> Section QQQ

- Once posting has closed, review all applications to determine candidates who meet the minimum qualifications.
- If all qualified candidates will be interviewed, no further review is necessary under this Act
- If not all qualified candidates will be interviewed, conduct additional screening as necessary to select the most qualified applicants who will move forward to the interview.
- Each selection process is required to interview one qualified candidate who self-identifies as a person with a disability.
- Ensure you retain hiring materials documenting the inclusion of a person with a disability with the hiring materials in Human Resources; do not share with the hiring panel.

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- If not all qualified candidates will be interviewed and multiple qualified candidates have self-identified as a person with a disability, select the most qualified candidate who self-identifies as a person with a disability. Ensure that person's name is included with the list of candidates who must be interviewed for the position.
- When selecting candidates, do not disclose to the hiring panel which candidates are being interviewed under this Act.
- Human Resources is responsible to send a letter to all applicants who identify as a person with a disability who is not selected for a position. This letter will include a link to the State of Maine career opportunity page and to the Department of Labor, Bureau of Rehabilitation Services.
- Send notice to all qualified candidates not selected for an interview
- Provide hiring authority with HR guidelines for recruitment and selection material, including the Armstrong memo <https://www.maine.gov/oer/manual/49%20Selections%20for%20Position%20in%20MSEA%20Units-The%20Armstrong%20Memo%2003-02-2016.pdf>
- After interviews are complete, the hiring manager will prepare a hiring justification to support selection for HR review
- Once verbal job offer is accepted by the selected candidate, prepare offer letter including rate of pay (Range and Step, as well as any supplemental or special pays) and start date
- Send appropriate notice of non-select (standard, veteran's preference, disability preference) to candidates interviewed but not selected