

DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Hiring Procedures

SECTION: Recruitment and Selection

I. PRACTICE

- A. Staffing a position is one of the most important responsibilities of a supervisor. Hiring qualified and productive employees has a tremendous effect on operations, morale, and the future of the department. State of Wisconsin policies and DMA procedures exist to ensure we select the best qualified candidates and that we provide a process that is efficient yet comprehensive and defensible.
- B. The following procedures apply to all permanent and project positions in the DMA. The steps are listed in order and must be executed timely and in sequence. Hiring supervisors and support staff are required to print the checklist for each and every staffing, utilize throughout the process. Human Resource (HR) specialists will also be utilizing the same checklist so communication and coordination are important during this effort. Within this checklist are references for policy and procedures associated with staffing a vacant position.
- C. Effective July 1, 2016, there is a **30-day** timeline for recruitment, beginning with TAG signature on the Position Action Request (PAR) and ending with the certification of candidates to hiring supervisors. There is a second **30-day** timeline for selection, beginning with the certification of candidates and ending with the job offer. Hiring supervisors must be prepared to commit time and attention to the process. Certain tasks have been “front-loaded” in the process so as to meet the aforementioned timelines. Hiring supervisors must be responsive to timelines and instructions given by State Human Resources (SHR) during the process.

II. PROCEDURE. See Attachments

Attachment A: Hiring Process Checklist
Attachment B: Sample Letter to Certified Applicants
Attachment C: Interview Question Guidelines
Attachment D: DMA 4.110-1-E (Nov 2016) Reference Audit