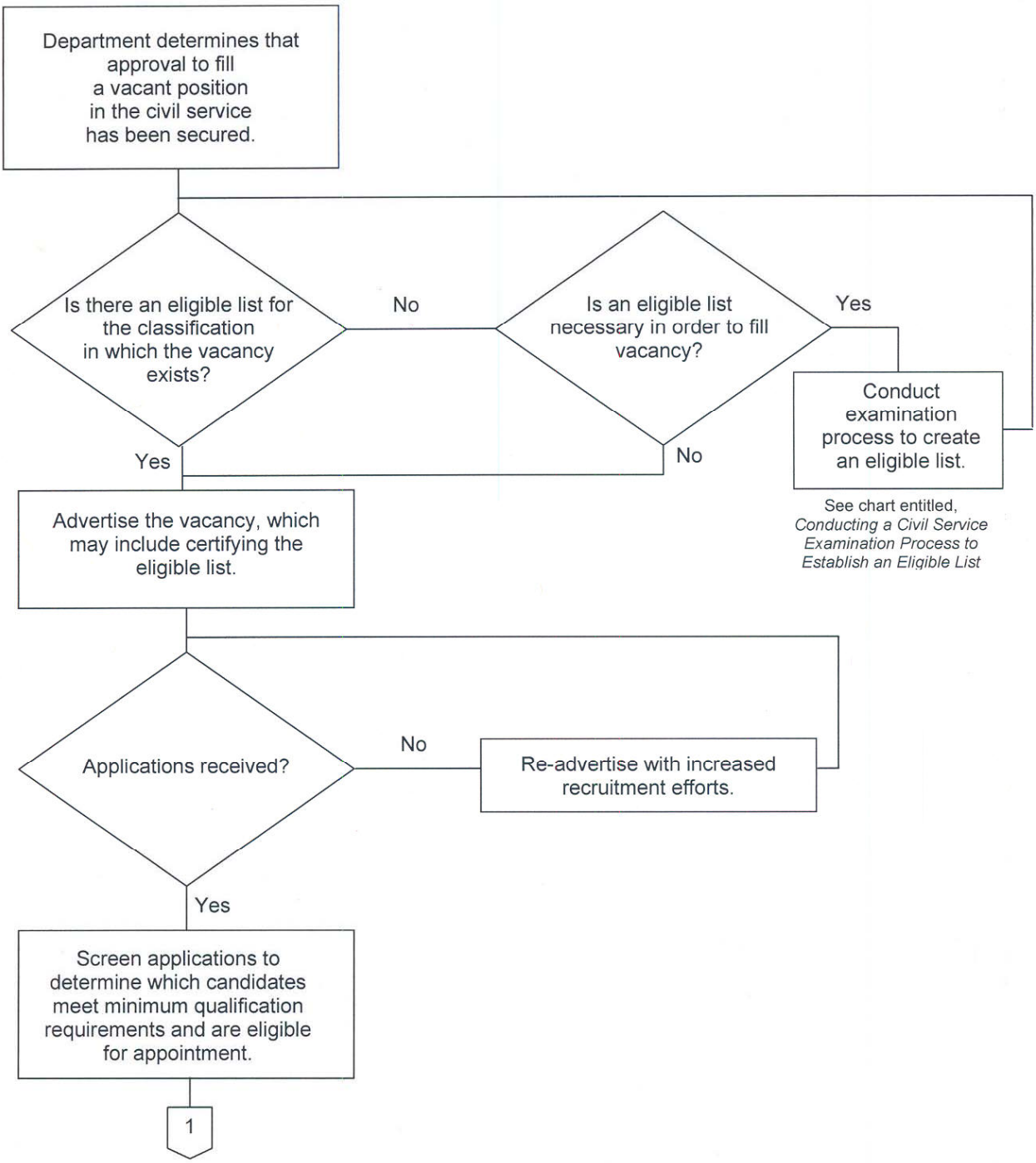
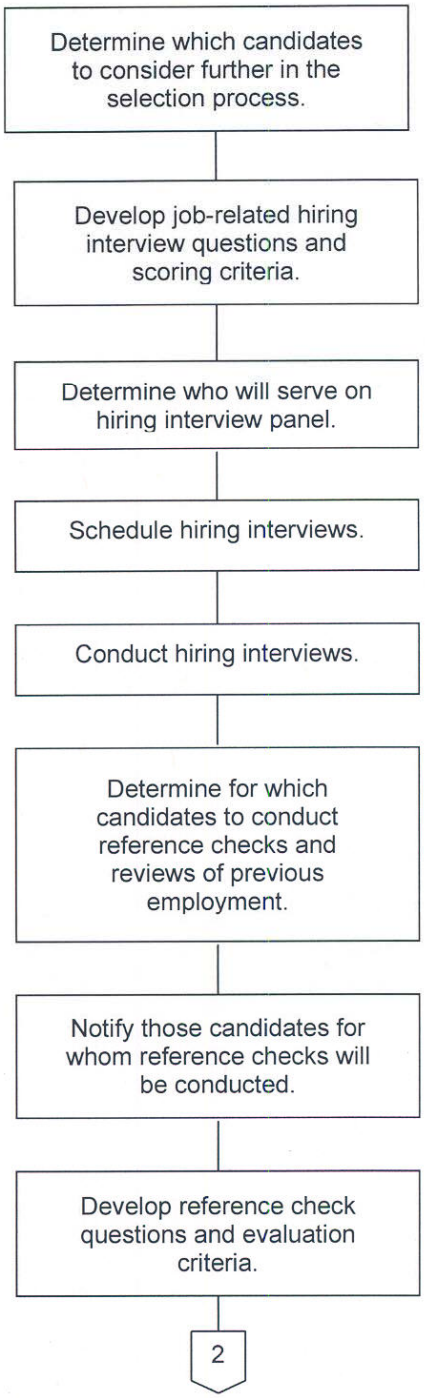
ATTACHMENT A: Typical Steps in the State's Civil Service Selection Process




Determine which candidates to consider further in the selection process.
Develop job-related hiring interview questions and scoring criteria.
Determine who will serve on hiring interview panel.
Schedule hiring interviews.
Conduct hiring interviews.
Determine for which candidates to conduct reference checks and reviews of previous employment.
Notify those candidates for whom reference checks will be conducted.
Develop reference check questions and evaluation criteria.
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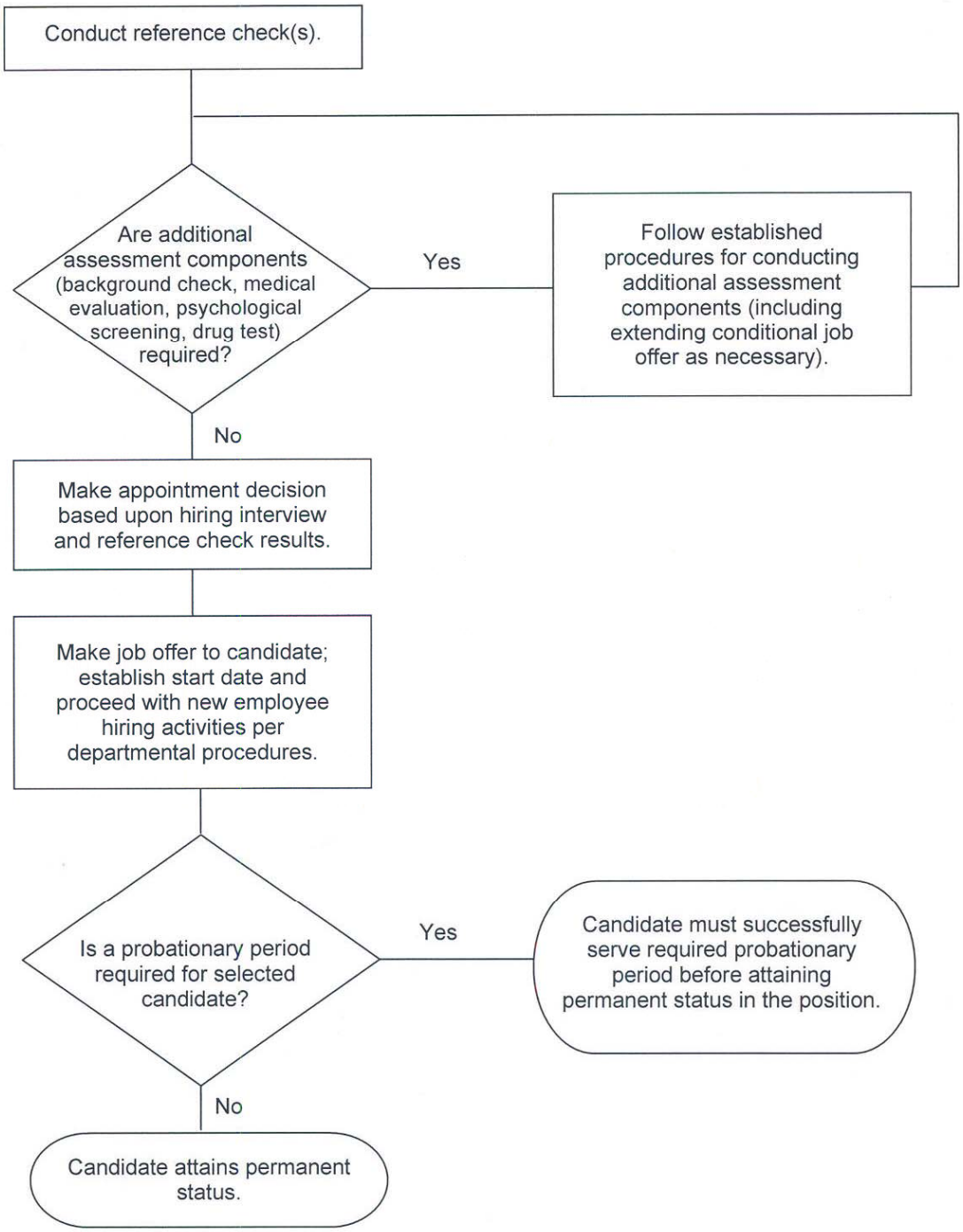
Conduct reference check(s).
Are additional assessment components (background check, medical evaluation, psychological screening, drug test) required?
Yes
Follow established procedures for conducting additional assessment components (including extending conditional job offer as necessary).
No
Make appointment decision based upon hiring interview and reference check results.
Make job offer to candidate; establish start date and proceed with new employee hiring activities per departmental procedures.
Is a probationary period required for selected candidate?
Yes
Candidate must successfully serve required probationary period before attaining permanent status in the position.
No
Candidate attains permanent status.