



ARKANSAS DEPARTMENT OF THE MILITARY  
OFFICE OF THE ADJUTANT GENERAL  
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ASA HUTCHINSON  
GOVERNOR

KENDALL W. PENN  
MAJOR GENERAL  
THE ADJUTANT GENERAL

NGAR-DOTM

20 August 2019

**MEMORANDUM FOR ALL STATE & FEDERAL SUPERVISORS**

**SUBJECT: Department of the Military (DOTM) Policy 2019-44, State Hiring Process and Procedures**

1. The Department of the Military (DOTM) Human Resources unit is responsible for the creation, uploading, revision and dissemination of state policies and procedures. These policies assist the agency in maintaining a competent workforce.
2. The purpose of this policy is to instruct all state and federal supervisors on the correct procedures for scheduling interviews, the selection process, advertising and benchmarking state positions.
3. Point of contact for this memorandum is Scott Stanger at 501-212-5167.

A handwritten signature in black ink, appearing to read "Kendall W. Penn".

KENDALL W. PENN  
Major General  
The Adjutant General

Encl.  
State Hiring Process & Procedures Policy

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## **ADVERTISING VACANT POSITIONS**

To advertise a vacant position the “Hiring Official” MUST send the following documents to their Human Resource Analyst. **ONLY** after HR reviews and approves the request, the position will be advertised.

1. DOTM Position Request Form
2. Benchmark Criteria (prepared prior to advertising the position)
3. DOTM Functional Job Description Form
4. A copy the units most recent Organization Chart

**Note:** For all positions, the following procedures are to be followed based on the Department of the Military Policy Manual.

Before any position can be filled, you must verify with the **HR Analyst** to ensure funding and budgetary guidelines and availability are met.

## **BENCHMARKING**

A **Benchmarking Spreadsheet** should always be prepared prior to receiving the applicant log. It should contain the criteria for **A, B and C** groups. Benchmarking is only necessary when you have ten (10) or more applicants.

## **RECEIVING YOUR APPLICANT LOG OF MINIMUMALLY QUALIFIED APPLICANTS**

Department of the Military (DOTM) Human Resource Analysts will e-mail the applicant log of (candidates that meet minimum qualifications) to the hiring official.

## **INTERVIEW PANEL**

A (diverse) hiring panel, if possible, is required for posted positions. Hiring panels will consist of at the minimum three (3) qualified State or Federal employees (preferably both) and all need to be the same grade or higher of the position for which applicants are to be interviewed. Check with the selected panel for availability, ensuring that all will be able to attend each interview date and time. There are no substitutions allowed for panel members. Interviews must be rescheduled if a panel member is unavailable. Send the Human Resource (HR) Office a **copy of the interview questions** a week prior to interviews.

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### **ADEQUATE INTERVIEW LIST**

**Adequate Interview List** will consist of a minimum of five (5) applicants, however if during the scheduling process, one or more of the applicants declines the interview, leaving you with two (2) or less, contact the HR office. You always have the option to re-advertise the position.

### **ATTEMPT TO CONTACT**

Each applicant selected for interview should be contacted (attempt up to 3 times) to set up an interview. An **applicant call sheet** should be used for each applicant contact/contact attempt.

### **THE INTERVIEW PACKET**

Each interview packet should consist of the following:

- All applicants should have a copy of their active driver's license and social security card Reference Consent/Release Authorization form
- Employee Disclosure forms F3-F8
- Statement of Understanding (APERS Contributory Provisions)
- AR State Vehicle Safety Program
- Background Check
- Veteran's Preference Form DOTM Form 1010
- Functional Job Description Form

### **KNOWLEDGE SKILLS AND ABILITIES (KAS) SCORE SHEET**

The KAS is an electronic document in which you enter the weighted areas of your questions onto the spreadsheet that tabulates your final score. To develop your (*KAS*) Knowledge, Ability, Skills score sheets, refer to your interview questions. Your questions **MUST** reflect the KAS of the position you are advertising. Refer to your instruction sheet for assistance. You will create one (1) score sheet for each interviewer and one (1) combined with "total average" count all interviewers scores who participated in the interview. Each interview panel member must sign their own separate score sheet and all signatures should be on the combined total score sheet. All sheets must be sent to Human Resource Office.

### **INPUTING DATA INTO ARKANSAS STATE JOB WEBSITE**

Input each applicant's interview score, benchmark score (A, B, or C), interview date, and veteran's points (if applicable), in the upper right box that goes along with each applicant.

You will also need to write a brief description of why they (were/were not chosen).

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*(Example for not interviewed: Applicant did not meet A/B criteria. (Once you write a comment in this section, it cannot be edited).*

### **Optional**

Before you send the final selection to HR office, proceed to the main page of Applicant Log and select Applicant Selection Record. Copy and paste field onto excel spread sheet and save to your internal file for your records.

### **UPLOADING HIRE PACKET TO HR**

**Step I** Click on each applicant's name

**Step II** Upload the interview packet, which includes,

- Interview questions from the panel of the **Selected Applicant** and the **Non-Selected Applicants**.
- KAS score sheet (There is an "attach file" button at the bottom the page).
- Veteran's Preference Form DOTM Form 1010
- Applicants Driver's License

**Step III** Click on the **icon** that states, "**Notify HR of Admin Decision**". Once this has been done, it will generate an email that will automatically be sent to the HR Analyst.