

HUMAN RESOURCE MANAGEMENT

Hiring Practices

Policy 7-18

Policy

The Department of Children and Families shall ensure that all recruitment and selection activities for the filling of vacancies, whether through outside hire, promotion or lateral transfer, shall be done in accordance with

- state statute and regulation;
- Department of Administrative Services' policies, procedures and directives; or
- collective bargaining agreements,

in accordance with the DCF Affirmative Action Plan as approved by the Connecticut Commission on Human Rights and Opportunities.

Recruitment Activities

In order to achieve a diverse and culturally-competent workforce, DCF shall identify and utilize targeted recruitment techniques when appropriate to provide a wide applicant pool from which qualified candidates who will serve to enhance the culture and abilities of the workforce can be selected.

Human Resource Management shall screen candidates who meet the minimum qualifications for experience and training that most closely reflect that needed for the vacancy to be filled in order to assist in the hire of a candidate who is likely to succeed in the position.

Only the names of qualified candidates shall be forwarded to the interview panel for further consideration. Special care shall be given to ensure that this process does not artificially screen out qualified protected class members.

No person who is a relative of an applicant shall be involved in the screening process; nor shall such person have input into the screening process. It is the responsibility of the employee conducting the screening to identify any such situation and immediately notify the Director or Assistant Director of Human Resource Management of the conflict. In these cases, responsibility for the screening shall be assigned to another employee.

Note: For purposes of this section, "relative" includes any cohabitant or any relative of a cohabitant.

Applicants shall not be asked for information about criminal convictions during the initial screening process.

Legal reference: Conn. Gen. Stat. [§46a-80](#).

HUMAN RESOURCE MANAGEMENT

Hiring Practices

Policy 7-18

Selection Activities

A diverse interview panel shall be used to conduct interviews. Questions intended to elicit information needed to determine the skill level and knowledge base of each candidate shall be developed in advance. All candidates shall be asked the same questions and shall be evaluated based upon how closely their answers respond to the needs of DCF.

The panel shall discuss each candidate's performance in the interview, review performance evaluations submitted by the candidates, review attendance records if available, review any stated goals from the DCF Affirmative Action Plan and make a recommendation for hire.

No person who is a relative of any candidate to be interviewed shall be included on the interview panel; nor shall any such person have input into the hiring decision. It is the responsibility of the panel member to identify any such conflict and to withdraw from the selection process.

Note: For purposes of this section, "relative" includes any cohabitant or any relative of a cohabitant.

Human Resource Management shall conduct appropriate background checks on the selected candidate and contact prior employers and references offered by the candidate. The Human Resource Management representative shall inquire about the skills and abilities of the candidate in a way that is likely to provide additional information on the candidate's ability to succeed in the position.

Should the reference process raise questions about the viability of the recommended candidate, the Director or Assistant Director of Human Resource Management shall determine whether to proceed to the next recommended candidate.

Should the reference check support the interview panel's recommendation, Human Resource Management shall extend a conditional offer of employment and secure a starting date.

Upon a conditional offer of employment, an outside applicant or one who is transferring from another state agency shall be fingerprinted and subjected to a criminal background check. The applicant shall be required to complete information regarding any criminal convictions at this point in the process. Should the criminal background check reflect a criminal history not disclosed by the applicant that causes the conditional offer of employment to be withdrawn, Human Resource Management shall notify the applicant in writing of its decision in accordance with Conn. Gen. Stat. [§46a-80](#).

HUMAN RESOURCE MANAGEMENT

Hiring Practices

Policy 7-18

Selection Activities

Note: Should the conviction information include a conviction that would not have excluded the applicant from consideration, the failure to truthfully disclose such information during the application process shall be grounds in and of itself to withdraw the offer of employment due to falsification of the employment application.

If the selected candidate is an outside applicant or a transfer from another state agency, he or she shall be required to successfully pass a pre-employment physical as required for the position that the candidate is assuming. Outside applicants shall also be subjected to a drug screening test. Failure to pass any portion of this process shall result in withdrawal of the conditional offer of employment. Human Resource Management shall contact the candidate, advise him or her of the results and offer to meet and discuss the outcome and the impact on the offer of employment.

Applicants Covered by the Americans with Disabilities Act

In no case shall an otherwise qualified candidate who has a disability covered under the Americans with Disabilities Act be excluded from employment if he or she is able to perform the essential functions of the job with or without a reasonable accommodation. Should such a candidate be identified and recommended for employment, Human Resource Management shall meet with the candidate to determine what accommodations may be necessary. Following this meeting and after consideration of all relevant information, a determination as to what reasonable accommodations, if any, shall be made and the decision shall be communicated to the applicant.

Cross reference: [DCF Policy 7-5](#).

Falsified or Misrepresented Application Packets

If at any point after an offer of employment has been made, or after employment commences, it is determined that the candidate submitted application materials that contain false information or misrepresented significant facts in the application process, including during the interview process, such determination shall constitute just cause for withdrawal of the offer of employment or termination in cases in which employment has commenced.
