

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Policy No.** II.D. PO 020  
**Subject:** **Employee Selection Report (ESR)**  
**Section:** Human Resources

Issue Date: October 1, 2008  
Effective Date: Upon release  
**Approved: /S/Peter H. O'Meara  
Commissioner**

**A. Policy Statement**

It is the policy of the Department of Developmental Services (DDS) to ensure that the rules of selection of candidates are implemented, that the selection is properly reviewed and authorized by the Human Resources office before informing the Equal Employment Opportunity division in the agency.

**B. Applicability**

This policy applies to all hiring supervisors/managers, Human Resources offices, and the EEO division in DDS. The hiring supervisor/manager and the local Human Resources office will complete the portions of the Employee Selection Report (ESR) form along with a Personnel Action form once a candidate has been selected. The ESR form must be completed, returned to HR, and approved prior to a conditional job offer being made to the candidate. Otherwise, the candidate is NOT authorized to be placed in the vacant position. The Personnel Action form must be completed and returned to HR once the candidate has been approved and as soon as the candidate has accepted the position.

**C. References**

Affirmative Action Regulations for State Agencies: Sections 46a-68-42 and 46a-68-48