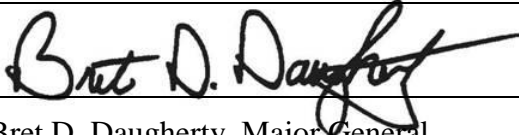




Department Policy HR-258-19

Title:	WMS Recruitment and Selection
Former Number:	New Policy
Authorizing Source:	State law - Chapter 41.06 RCW State Civil Service Law State rule - Chapter 357-58 WAC Washington Management Service
References:	HR-244-04, WMS Salary/Compensation Administration HR-244-04b, WMS Inclusion and Evaluation Procedure
Information Contact:	Human Resources Director Building #33 (253)512-7940
Effective Date:	April 26, 2019
Mandatory Review Date:	April 26, 2023
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This policy establishes standards and guidelines for the recruitment and appointment of Washington Military Department (WMD) employees in the Washington Management Service (WMS) workforce. WMS employees are included in classified service covered under WAC 357-58.

Applicability

This policy applies to all current and prospective WMS employees and their managers.

Definitions

Appointing Authority: An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. The Appointing Authority of the WMD is the Agency Director, The Adjutant General or his/her assigned designee in his/her absence.

Classified Service: All positions that are not exempt from state service.

Washington Management System (WMS): All employees working in a position that meets [\(WMS\) inclusion criteria.](#)

Policy

WMD promotes an open competitive process to select highly qualified staff while maintaining flexibility that allows Appointing Authorities to meet business needs. To achieve a stronger and more effective workforce, WMD will:

- Emphasize the importance of diversity outreach.
- Establish processes focused on increasing the number of diverse applicants and hires.
- Assist hiring managers with training and tools to identify and select qualified diverse applicants, including those with disabilities and/or who are veterans.
- Provide justification based on skills, abilities, education and qualification when making direct appointments for business need.

Responsibilities

A. Human Resources Director

1. Establishes and maintains written procedures for WMS recruitment and hiring that meet the agency's philosophy and values set forth in this policy.
2. Ensures a fair and equitable hiring process.
3. Conducts training sessions for supervisors and managers on the hiring process, including interviewing and selecting.
4. Ensures the final candidate selected meets the qualifications for the position.
5. Provides consultation to the Appointing Authority on Office of Financial Management (OFM) established control point for hiring actions.
6. Provides up to date Agency Affirmative Action Profile information to the hiring manager for inclusion in justification memo written for Appointing Authority Signature for OFM Approval.

B. Hiring Manager

1. Ensures a fair and equitable hiring process and onboarding experience to include:
 - a. Panel interviews with a diverse panel of subject matter experts, stakeholders, and other panel members.
 - b. Appropriate reference checks, background checks, and file reviews are required as a part of the recruitment process.
 - c. Return of all Recruitment and Hiring Documentation to Human Resources before beginning the next phase of the hiring process with Position Action Request Form preparation.
 - d. Preparation of a Memo for the signature of the Appointing Authority justifying the selected candidates hire with information that is in accordance with equal

- employment opportunity and affirmative action review.
- e. Preparation of WMS Expectations for delivery within selected candidates first two weeks of employment. Initial expectations will include a training plan for the first year ensuring that all Division and Agency training requirements are met.
- f. Quality Review period Evaluations are to be delivered in a timely basis following the established method of delivery.

C. Appointing Authority

1. Appointing authorities will be responsible for WMS processes that efficiently and effectively facilitate hiring, developing and compensating WMS managers within their agency.
2. The Appointing Authority may approve the creation, recruitment, selection, and appointment of a Permanent WMS Manager for business related purposes.
 - a. Recruitment processes for Permanent WMS positions shall be competitive unless justification and authorization to make a direct appointment has been approved by OFM through the Appointing Authority.
 - b. All permanent WMS positions hired must be within the OFM established Control Point assigned to the Agency. Control Point data is maintained by the Agency Human Resources Office.
 - c. Managers hiring WMS Positions shall work with the Human Resources Recruiter to ensure a fair and equitable hiring process including the interviewing and selection process.
 - d. Employees hired into Permanent Positions shall serve a Review Period of 12 months with the ability to extend to a maximum of 18 months with the approval of the Appointing Authority and a performance improvement plan.
3. The Appointing Authority may approve the appointment of an acting WMS appointment for business related purposes.
 - a. Appointing Authorities may consider qualified internal or external candidates for an acting appointment.
 - b. Permanent Status will not be gained as a result of an acting appointment.
 - c. Employees serving in acting appointments will be notified in writing of the anticipated length, intent, salary, and other conditions of the appointment.
 - d. If the acting employee transitions into a permanent appointment after a competitive recruitment process, the Appointing Authority may count time served towards completion of the review period as long as appropriate expectations and evaluations have been performed in a timely manner.
 - e. Acting appointments should not exceed 12 months unless the appointment is to backfill in the absence of a permanent WMS employee.
 - f. The following business needs could warrant an acting appointment:

- 1) The incumbent will be out on long-term leave.
- 2) The incumbent has been deployed on Military Leave.
- 3) The Appointing Authority anticipates an extensive or difficult recruitment.
- 4) The agency is uncertain if the position will be funded in the next fiscal year.
- 5) Other circumstances where appointment of a short-term incumbent is warranted.

D. Determination of Salary

1. Salary is determined in accordance with the **Agency Policy HR-244-04**, WMS Salary/Compensation Administration.