



Selection/Finalization:

- 1. How do I determine who to interview?**
 - a. The priority is always making sure any veterans on the eligible list is invited for an interview and then to review the applicants who have met the minimum qualifications to determine who from that pool is the most qualified regarding education and experience. This determination will vary from bureau to bureau & amongst hiring managers depending on any internal scoring process.
- 2. What should I consider when determining my interview panel?**
 - a. Work with your HRBP to determine the panel members for the interview selection process.
- 3. How can I hold interviews without being in person?**
 - a. There are many virtual options to choose from to conduct an interview. You can use the MS teams and/or Zoom platform to host your interviews.
- 4. What is a hire authorization?**
 - a. A hire authorization is the hire form that is generated from NEOGOV once a hire has been authorized in the system.
- 5. Why hasn't the hire authorization been completed in NEOGOV?**
 - a. There are a couple of scenarios on why a hire authorization hasn't been completed. One being the hire was not completed correctly and is still in "pending release" status or the WRT team is awaiting confirmation for the hiring manager to complete all the steps in the requisition.
- 6. What is the hire authorization form that needs to be printed to go with the P&F hiring process?**
 - a. The hire authorization form is the electronic version of the hire form in the requisition that is printed or saved as a .pdf document to be uploaded to Processes & Forms once BHR approves the hire in NEOGOV.
- 7. Who do I need to contact for wage approval?**
 - a. Work with your HRBP to discuss the applicable options for wage approval which may include a pay equity review for non-represented positions.
- 8. Do I have to email applicants that I don't interview?**
 - a. Yes, you are required to send notifications to all applicants regardless if they are invited to an interview or not. That is to inform all applicants of their status and to uphold the standard of creating a great candidate experience.

9. How many questions are standard for an interview?

- a. It depends on the type & length of interview. We recommend 5-6 questions for a 30-minute interview.

10. Am I allowed to give questions a head of time to candidates?

- a. Questions may be given 15 minutes prior to the interview either via email if its virtual and or a copy of questions if it's in person. Ensuring both ways are done in an equitable fashion.