

## Taken from the Georgia HRO, Human Resources Regulation (HRR) 335

### Selection Process

#### CHAPTER 5 – REFERRAL AND EVALUATION OF CANDIDATES

##### 5.3 - Action by Selecting Official.

- a. a. The selecting official is entitled to make a selection from among any of the applicants indicated on the list of candidates referred. The selection will be made with sole reference to merit and fitness and without regard to any other non-merit factors.
  - (1) (1) Interviews. The Selecting Official will provide for a fair and impartial interview of **EACH** eligible candidate listed on the HRO referral and selection certificate. If the Selecting Official used both processes, he or she will make a selection after interviewing **ALL** referred candidates from the QRB certificate. If personal interviews are not possible, telephone interviews will be conducted. Interviews will be thoroughly documented on HRO Form 335 (Interview Rating Form). The Selecting Official will then make a selection. The selecting official or recommending supervisor conducting the interviews will maintain interview notes and these will become a part of the record. Once selection has been made, the selecting official will return all forms used during the interview process as well as the selection package to the HRO. An “Interview Guide” is included for reference in Figure 5-1 at the end of this chapter.
  - (2) (2) Employment Inquiries. The selecting official, or the recommending supervisor, will conduct inquiries including previous employers or supervisors and/or references on the application form in order to provide reasonable assurance that there is no derogatory suitability information or information that would mitigate against the selection. Supervisors may use the OF 49 (Employment Inquiry) or may conduct interviews by telephone, noting a copy of the OF 49 with the information obtained. Completed employment inquiries will be transmitted to the HRO with the selection package, indicating name of selectee(s). Employment inquiries are not required when individual has returned from active duty within the last year, when he/she is selected from an Active Guard Reserve tour, when candidates are selected for temporary or limited appointments, or for currently employed technicians.
  - (3) (3) Selection. The Selecting Official will:
    - (a) (a) Make one or more selections.
    - (b) (b) Indicate Military Unit of Assignment. Selected applicant must be able to meet the military assignment criteria of the vacancy announcement.

- (c) (c) Indicate MOS/SSI/AFSC; TOE/TDA position, paragraph and line number / MPCNs
  - (d) (d) Submit completed OF Form 49, Employment Inquiry, (if applicable).
  - (e) (e) Submit SF 52B for selection of applicant, indicating grade level when positions are announced at multiple grade levels (e.g., WG-05/08/10.)
  - (f) (f) Submit copies of any interview notes and employment inquiries obtained.
  - (g) (g) Sign Referral and Selection Register and forward the selection package to the HRO Staffing Representative no later than the established suspense date indicated on the referral and selection register. Selection officials requiring additional time should request an extension in writing to the HRO Staffing Specialist prior to the suspense date. Air Selecting Officials will first forward the selection package to the Base Comptroller for fund certification.
- (4) (4) Non-Selection. If the Selecting Official non-selects from the QRB referred candidates, he or she will provide full justification for non-selecting each candidate to the HRO. The HRO will notify the designated bargaining unit official and discuss the justifications for the non-selection. If justification is approved by the HRO, the Selecting Official will consider the remaining Area One candidates listed on the HRO Referral Certificate. The Selecting Official may select or non-select from the remaining Area One candidates. If the Selecting Official non-selects, the same procedures outlined above will apply. If justification is approved by the HRO, the position will be re-announced or left vacant.

#### **5.6 - Action by the Human Resources Office.**

- a. a. When the Referral and Selection Certificate is returned to the Human Resources Office, the following will be accomplished:
  - (1) (1) Quality review the Referral and Selection Certificate.
  - (2) (2) Notify Selecting Official and candidate(s) selected.
  - (3) (3) Arrange for a release date.
  - (4) (4) Notify all candidates who were not selected.

(5) (5) Prepare merit promotion and placement file (See Chapter 6).

### **5.7 - Release of Selectee.**

After selection for promotion/placement, a technician must be released promptly from his/her present position. Release will normally be within 3 weeks after selection.

### **5.8 - Effective Date.**

The HRO Staffing Specialist will contact the HRO Staffing Representative or Selecting Official and candidate(s) selected notifying them of their selection for the position(s) and establish an effective date for employment. The Selecting Official or HRO Staffing Representative will notify the selected candidate(s). This will be at the beginning of the pay period unless the mission dictates otherwise. In these instances in which personnel actions are effected in the middle of the pay period, full justification will be provided in part C of SF 52B. Due to the Army and Air automated pay systems, promotions will be effected at the beginning of pay periods.

Additional information on the selection process can be found in the Georgia National Guard Labor Management Agreement, Article 12, Section 14.