

## Information About the DSS Employment Process (New Hires, Promotions, and Transfers)

- The employment process includes the state exam, job posting, submission of a PLD-1, applicant screening, interview(s), and selection.
- Human Resources (HR) provides general direction on the employment process. Affirmative Action (AA) monitors the entire employment process, following regulations established in 1984 by the Commission on Human Rights and Opportunities (CHRO), as well as state and federal laws.
- HR and AA are available to assist and answer questions throughout the employment process. Questions for HR are best addressed to the HR person working with the hiring manager.
- All state exam scores in the passing range are available for viewing in Room 110 at the Department of Administrative Services (DAS), 165 Capitol Avenue, Hartford, CT 06106. Individual scores are mailed to the exam taker.
- While the PLD-1 only asks if the current supervisor may be contacted, candidates (especially those not currently employed by DSS) may be asked to submit references.
- A candidate need only submit what is requested in the job posting. They can attach their resume to the PLD-1, even if it is not requested. They are not required to bring any additional information to their interview (performance appraisal, resume, references, writing sample, etc.).
- Anyone can contact AA to find out the remaining employment goals established for a position.

- The initial screening of an applicant's PLD-1 and other requested information is done by HR. The application materials for the candidate pool (those who meet the criteria established for the position) are then provided to the hiring manager.
- Hiring managers are required to interview all candidates who are in the candidate pool that is established by HR.
- The hiring manager, in consultation with HR, develops the interview format, panel, and questions. Interview panels have to ask consistent questions and follow an established interview process with all candidates. HR reviews the interview questions prior to their use in interviews.
- The hiring manager is responsible for assigning and preparing the interview panel.
- The hiring manager is responsible for contacting the pool of candidates to schedule interviews.
- After the selection process is completed, a candidate can contact AA to review their own Candidate Summary Form. They can also see a copy of the questions that were asked in their interview.
- After the selection process is completed, candidates can ask members of their interview panel for feedback on what they did well and what they could improve.
- DSS is an affirmative action, equal opportunity employer. Any candidate who believes that he or she has been discriminated against during the employment process should contact AA.