

RANDOM SELECTION FOR INTERVIEW POLICY

PURPOSE: Random Selection will be used in a case where there is a large pool of minimally qualified applicants, over 50, in response to a position posting, and where length of time to interview and hire are considered to be key justifiable factors.

- 1) The Chief of Administration will determine and authorize the application of random selection. The Executive Director will concur and authorize the decision made by the Chief of Administration to apply random selection.
- 2) Current employees and veterans, who are minimally qualified for a position, will not be subject to the random selection and given invitation to interview.
- 3) Random selection will be done using an independent computer generated system, such as systems readily available on random number generator websites.
- 4) Random selection will be done in the presence of the following witnesses
 - a. Representative from Employee Services
 - b. Managerial Representative from the hiring department
 - c. Representative from Audit Department

Random Selection Process

- Applications are screened. Those who minimally qualify for a position are entered into a spreadsheet A-Z by last name.
- Random numbers will be assigned to all minimally qualified applicants by using an outside means. Current employees and veterans who minimally qualify for a position are not subject to random number assignment.
- Based on the number of the applicant pool, a selection of 5% (not including current employees or veterans), and set at a minimum of 20 applicants (not including current employees or veterans) will be selected to interview.
- The exact number of the applicant pool, excluding current employees and veterans, will be equal to the total number from which the selection will be made.
- In the presence of the witness, the number will be entered into the computer based “randomizer” program accordingly:

Total number and number to be selected
- The selection results will be validated with all witnesses affixing their signatures to the random selection result page.
- A copy of the witness signed result page will be included with the documents in the hiring packet.