

Flow Chart for State Jobs that are Classified Positions (Most at Idaho PTV are Classified)

Candidate applies through the Division of Human Resources (DHR) website. Collection occurs during the period the announcement is open.

Under the merit system, all candidates who meet the minimum qualifications (including test, if applicable) are sent to the designated Subject Matter Expert (SME) who scores each application using a template supplied by DHR. The identity of the SME is confidential, even to the hiring agency. This can add up to several weeks to complete.

Agency receives hiring list(s) of 25 candidates in score order (including ties and all veteran preferences).

Agency staff select candidates for interviewing from this list. Using objective, job based criteria, the agency can select anyone in any position on this list to interview. Agency can request subsequent lists of next 25 ranked candidate if they wish to review additional candidates.

The Candidate Experience at Idaho Public Television

After we receive and review the hiring list and pick our top candidates we:

- **Select the interview committee.** All interviews at Idaho Public Television are panel interviews, typically with 3-5 panel members. The panel always includes the hiring manager and a member of the Human Resources staff. The other members vary, from managers in department that interact with the person, to co-workers, other State employees in the same position in other agencies, and board or community members.
- **Develop a set of position based interview questions** that will allow all candidates to demonstrate their level of experience or competence in the position, their reasons for wanting to work at Idaho Public Television, and the describe workplace skills and preferences they need to succeed in the position and the agency.
- **Schedule interviews** with selected candidates. We usually do this by telephone so we can answer questions and provide information and directions. If we cannot reach you, we will leave a voice mail or send an email based on the information you provide. If any special accommodation is needed to contact you in a different manner, or an accommodation will be needed for the interview, we will follow any instruction you provide in your application packet. If you live out of town and cannot easily get to Boise, we will arrange a Google Hangout or telephone interview.
- **Once a candidate is selected,** we will make a verbal offer contingent on completion of a satisfactory reference check. We ask candidates to provide a list of references who can speak to their experience and skills required by the position. We also ask candidates if they are willing to sign a reference authorization form in which you give your references permission to provide objective, factual information about your past job performance. Even if you don't want to sign the form, we will still contact the references you provide, ask our questions, and make the final decision based upon the information we do receive.

- **Assuming a satisfactory reference check, we will call to finalize our decision, to set a start date, and to set up a time when you can come in to complete preliminary paperwork. We will mail the position offer letter to the address you provide.**
- **If you were not selected to interview, we will send an email after the position has been offered and accepted to you to let you know that we have offered the position to another candidate.**