Policy and Procedure #1.226

Recruitment, Selection and OnBoarding of WDOC Employees

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Authority: Wyoming Statute(s): 9-1-710; 9-1-719; 25-1-104; 25-1-105 ACA Standard(s): **2-CO**-1C-09-R; 2-CO-1C-10; 2-CO-1C-13; 2-CO-1D-05; 2-CO-1C-09-R; 2-CO-1C-18; 2-CO-1C-19. **4-APPFS**-3A-05; 3A-03; 3A-02 **ACI -** 4-4055; 4-4057; 4-4058; 4-4059; 4-4060; 4-4061-R; 4-4062; 4-4082 **1-CTA**-1C-03	**Effective Date:** December 1, 2015 **Revision/Review History:** 11/1/14 **Summary of Revision/Review:** Updates and combines policies #1.226 and #1.206 to provide for a formalized orientation program and to allow consistency within WDOC regarding hiring practices.
Cross Reference of Policy: P&P #1.200, *Employment of Ex-Offenders*; P&P #1.204, *Drug Free Workplace Program;* Policy and Procedure #3.402, *Protection from Sexual Misconduct Against Offenders*	**Supersedes Existing Policy :** P&P #1.206, *Recruitment & Selection for POST-Certified Positions*
Approved: R.O. Lampert — 11-30-15 Robert O. Lampert, Director — Date	

REFERENCE

1. **ATTACHMENTS**

   A. **Correctional Officer Recruitment Packet** (Includes *Applicant Checklist*, *State of Wyoming Employment Application Form*, *Background Questionnaire*, and
   B. **WDOC Form #120**, *Pre-Employment Release of Information*)
   C. **WDOC Form #120.1**, *Background Information*
   D. **WDOC Form #120.2**, *Pre-Interview/Pre-Testing Checklist*
   E. **WDOC Form #120.3**, *Interview Checklist*
   F. **WDOC Form #120.4**, *Job Offer Checklist*
   G. **WDOC Form #120.5**, *New Hire Preparation Checklist*
   H. **WDOC Form #120.6**, *OnBoarding & Orientation Packet*
   I. **WDOC Form #121**, *Professional Reference Check*
   J. **WDOC Form #121.1:** *Disqualification Standards*
   K. **WDOC Form #121.2:** *Physical Release & Assessment: Correctional Officer Candidate*
   L. **WDOC Form #121.3**, *Employment Reference Check*

M. **WDOC Form #121.4:** *Personal Reference Check: Correctional Officer Candidate*
N. **WDOC Form #121.5:** *Spouse Interview: Correctional Officer Candidate*
O. **WDOC Form #121.6**, *Physical Exam and Medical Review*
P. **WDOC Form #121.7:** *Sample Psychologist/Psychiatrist Letter*
Q. **Initial Employment Form:** *Peace Officer Standards and Training (P.O.S.T.)*

2. **OTHER**
A. **http://agency.governmentjobs.com/wyoming/default.cfm**
B. **https://sites.google.com/a/wyo.gov/corrections2/home**
C. **OnBoarding and Orientation Procedure**

I. PURPOSE

A. WDOC believes that hiring and filling vacant positions with qualified individuals contributes to the overall success of the agency. The purpose of this policy is to establish a fair and consistent process for all recruitment and selection criteria as well as prepare the selected employees for their job duties.

B. The purpose of this policy is to establish recruitment and selection criteria for all WDOC positions, including Peace Officer Standards and Training (P.O.S.T.) Certified positions pursuant to the provisions of Wyo. Stat. §9-1-719 and other applicable WDOC policies and procedures, and to outline a process for new hire orientation and onboarding.

II. POLICY

A. **General Policy.** It is the policy of the WDOC to identify and hire candidates for employment with the agency who exhibit the ethics and professional characteristics required for placement into WDOC positions.

1. It is the policy of the WDOC to select, retain and promote personnel on the basis of merit and specified qualifications, with new employees receiving credit for their prior training. (ACA 4-4057; 2-CO-1C-13)

2. It is the policy of WDOC that selection, retention and promotion of staff is in compliance with the PREA National Standards as outlined in Policy and Procedure #3.402, *Protection from Sexual Misconduct Against Offenders*.

3. It is the policy of the WDOC to have a selection system that is open and fair with no artificial barriers to employment, with qualifications demonstrably related to the skills needed to perform the work.

4. Former employees who left WDOC in good standing will be considered for rehire.

1. Employees who wish to resign in good standing shall provide and fulfill at least two-week's notice and shall not leave as a result of pending or past disciplinary reasons.

2. When determining qualifications for rehire refer to WDOC Form 121.1, *Disqualification Standards*.

i. Exceptions may be considered by Warden/Administrator if the employee left for a valid reason (*i.e.* medical emergencies).

B. **Equal Employment Opportunity.** Equal employment opportunities shall exist for all positions. (ACA 4-4053; 2-CO-1C-09-R; 1-CTA-1C-03)

1. The WDOC is firmly committed to a policy of Equal Employment Opportunity (EEO). The department shall administer its human resources policies and conduct its employment practices in a manner which treats each staff member and applicant for employment on the basis of merit, experience, or other work-related criteria without regard to race, color, religion, sex, marital status, national origin, age, disability, or any other protected class under relevant state and federal laws.

C. **Ability to Provide for Safety and Security.** It is the policy of the WDOC that all applicants for employment are physically able to protect their health and ensure that they can carry out their assignments effectively. (2-CO-1C-19)

D. **Offers of Employment Only to Applicants Who Meet Criteria.** It is the policy of the WDOC to make offers of employment only to those applicants who meet all pre-employment criteria pursuant to this policy. Only authorized hiring managers or Human Resources staff may extend offers of employment to selected applicants or discuss whether an applicant has been selected or rejected for further consideration.

III. DEFINITIONS

A. **A&I Human Resources Division (HRD):** The Department of Administration & Information is the backbone of state government providing services to all branches of government through the divisions of Human Resources, General Services, Construction Management, Economic Analysis, Budget and State

Library. HRD is the Human Resources Division with statutory responsibilities in the following areas: Provide for personnel hearings, support to the compensation commission, establish, administer and promulgate reasonable rules for personnel classification systems, compensation plans, applicant selection and recruitment systems, and performance appraisal systems.

B. **Central Office Human Resources:** Division of Central Services office which manages personnel functions for the entire department.

C. **Conditional Job Offer:** An offer of employment made to an applicant who was selected for employment and is conditional on the applicant obtaining satisfactory results on all post-offer assessments.

D. **Convicted Felons:** Includes pleas of guilty, nolo contendere and verdicts of guilty upon which a judgment of felony conviction may be rendered. A felony conviction does not include dispositions pursuant to Wyo. Stat. § 7-13-301 or § 35-7-1037.

E. **Correctional Security Inventory (CSI) Plus:** An Internet-based pre-employment test designed to explore candidates' behaviors and suitability for a correctional job. The CSI assesses four (4) areas, 1) Social Desirability, 2) Job Requirements, 3) Overall Success Potential, and 4) Core Competencies.

F. **Deputy Director:** The individual appointed by the Director who has full authority to act for the Director, subject to directions of the Director. The deputy director is responsible for central office support services.

G. **Director:** The individual appointed by the Governor as chief administrative officer of the Wyoming Department of Corrections, pursuant to Wyo. Stat. § 9-2-1706.

H. **Final Offer of Employment:** (*For this policy only*.) An offer of employment made to an applicant who has achieved satisfactory results on all post-offer assessments.

I. **Job Duties:** *(For this policy only.)* Tasks that are expected to be completed by the employee as outlined on the employee's job content questionnaire (JCQ), the vacancy announcement, and/or as assigned by the employee's supervisor.

J. **Minimum Qualifications:** (*For this policy only.*) The established minimum requirements of education and/or work-related experience for each job classification necessary to qualify for consideration of employment for that position.

K. **National Crime Information Center (NCIC):** A national database which contains criminal activity records within the United States. It should be noted that not all criminal information is on the national database and subsequent inquires may be needed at a federal and state level.

L. **Offer of Employment:** (*For this policy only.)* An offer of employment made to a candidate who has achieved a satisfactory result on all pre-offer and post-offer assessments.

M. **OnBoarding**: The process through which all new employees receive the support and tools necessary for orientation and ongoing success with the Department.

N. **Peace Officer Standards and Training (P.O.S.T.) Certified Positions:** P.O.S.T. Certified positions are classified as Correctional Officers, Corporals, Sergeants, Lieutenants, Captains and Majors.

O. **Policy:** A direct statement of the Wyoming Department of Corrections official position on the conduct of business in accordance with accepted correctional standards; the basis for Wyoming Department of Corrections staff decisions and tasks in work situations.

P. **Post-Offer Assessments:** Those assessments administered only after a conditional job offer has been tendered to the candidate. These may include but not limited to, background/reference checks, physical exam and urinalysis.

Q. **P.O.S.T. Offer of Employment:** (*For this policy only*.) An offer of employment made to a correctional officer candidate who has achieved a satisfactory result on all pre-offer and post-offer assessments.

R. **Pre-Offer Assessments:** Those assessments used to make an initial determination of whether a candidate is suitable for employment consideration as a correctional officer.

S. **Procedures:** The activities and tasks which adhere to a Wyoming Department of Corrections policy, defining required steps for specific situations and delineation of the responsible personnel.

T. **REACT:** A commercially-developed instrument designed to examine and evaluate a correctional officer candidate's competencies in human relations, writing, reading and counting.

U. **Rehire:** Staff who terminate employment with the state of Wyoming ~~WDOC~~ and are later hired by another or the same state agency.

V. **Servicing Human Resources Office:** The human resources office which prepares and distributes payroll for an employee and provides other human resources services.

W. **Standard:** A benchmark for judging the quality of a correctional operation. The accepted American Correctional Association (ACA) standards required for adult correctional operations.

X. **Wyoming Criminal Justice Information Network (WCJIN):** A computerized data communications network established for the automated exchange of messages and data between Wyoming law enforcement and criminal justice agencies. Via direct computer interface, WCJIN also provides communication capabilities with National Law Enforcement Telecommunication System (NLETS) and National Crime Information Center (NCIC).

IV. PROCEDURE

A. **Hiring Exception Request:** Upon vacancy of the position, the servicing HR office must complete the Hiring Exception Request and submit the form to Central Office HR. The Director or designee will provide authorization to fill the position.

1. A&I HRD may require additional procedures to the hiring process as determined by the needs of the state.

B. **Lateral Transfer:** In accordance with WDOC Policy & Procedure 1.224, *Employee Transfers*, Permanent staff have the opportunity to laterally transfer to vacant positions within the same classification within the WDOC before a competitive recruitment is opened.

C. **Formal Recruitments.** Vacant positions not filled through a lateral transfer shall be posted for open recruitment of internal and/or external candidates in accordance with the State of Wyoming Personnel Rules and the State of Wyoming Recruitment Policy.

1. Hiring managers, in collaboration with Human Resources, shall determine the preferred education and work-related experience essential for the position. The preference will be included in each job posting.

2. Job postings can be limited to accept only WDOC or State of Wyoming current employees upon approval of the CEO.

3. Job postings are available on-line through the state of Wyoming jobs website. Applications for jobs must be submitted through the State's on-line application system.

D. Eligibility for Employment

1. Candidates will satisfactorily complete all pre-offer and post-offer assessments, as applicable, in order to be considered for employment.

2. Only qualified applications submitted in accordance with State of Wyoming Personnel Rules and through the state application system may be considered.

i. Anyone with the required education, experience, and background shall be eligible for consideration for a position at the level at which he or she is qualified. Lateral entry as well as promotion from within the agency for higher-level positions shall be allowed in accordance with the *State of Wyoming Personnel Rules*, with preference for the best qualified candidate. (ACA 4-4058)

3. Candidates shall meet the minimum qualifications for the position.

i. Candidate may be disqualified for the position based on the standards outlined in WDOC Form #121.1, *Disqualification Standards.*

4. Unsatisfactory results on any assessment will render the candidate ineligible for employment consideration, unless otherwise stated within this policy. Candidates will be notified of ineligibility in writing by the Human Resources Office.

5. **Employment of Family Members.** The Director may approve hiring a person who is a spouse, parent, step-parent, parent-in-law, child, step-child, child-in-law, sibling, half sibling, step-sibling, or sibling-in-law of any current department employee, provided that employees related to each other do not directly supervise a relative, and do not have any fiduciary

authority over the relative. (See also State of Wyoming Personnel Rules, Chapter 2, Section 10.)

6. **Correctional Officer Recruitment Packet.** Candidates for the correctional officer position must complete and submit the *Correctional Officer Recruitment Packet*.

i. All forms and documents contained within this packet should be sent to the WDOC Central Office Human Resources.

ii. Any candidate failing to provide all required documents will be notified of the documents needed by the servicing HR office.

E. **Interview Selection.** The hiring manager will evaluate each qualified application. Interview selections will be made based on the stated preferences in the job posting.

F. **Pre-Interview/Pre-Testing Process**

1. Staff designated to schedule interviews are required to complete WDOC form #120.2, *Pre-Interview/Pre-Testing Checklist*, when scheduling the interview with each candidate for all positions.

2. **Testing Requirements for P.O.S.T. Certified Positions ONLY.** The following series of pre-offer assessments are required for all P.O.S.T.-Certified positions:

i. **Correctional Security Inventory.** The Correctional Security Inventory (CSI) Plus will be administered to all candidates. The CSI Plus assesses four (4) areas as described below.

a. **Job Requirements.** Any requirements where candidate has expressed "refusal" or "reluctance" should be discussed.

b. **Overall Success Potential.** This evaluates the candidate's ability to be successful in a P.O.S.T.-Certified position. Scores of 3.1 or higher are considered passing.

c. **Core Competencies.** This evaluated the candidate's ability to be successful in nine (9) Correctional Officer core competencies. Scores of 3.1 or higher are considered

passing. Candidates must receive a passing score in at least five (5) of the nine (9) categories.

d. **Counter-Productive Behavior.** Any cautions produced in this section of the assessment must be discussed with the candidate.

e. Candidates who do not pass the CSI Plus may be considered for employment under the following conditions only:

(1) The candidate was recommended for hire by the interview panel;

(2) The candidate passed the REACT tests; and

(3) The candidate was recommended for hire upon completion of a second interview (either in-person or telephonically).

(i) The second interview will consist of a two (2) person panel.

(ii) The panel shall use interview questions provided by Insight Worldwide.

ii. **REACT by *Ergometrics*.**

a. REACT consists of four (4) assessments:

(1) **Human Relations Video Test:**

(i) The minimum passing for this test is seventy percent (70%).

(ii) Candidates' scores on this exam can be rank ordered. Differences in scores on this portion of the exam are linked to differences in performance on the job.

(iii) In the event all positions are filled and the institution has established a waiting list, candidates will be processed by this score

(rank order) from highest passing score to lowest passing score.

(2) Count test:

(i) The minimum passing score is eighty percent (80%).

(3) Reading test:

(i) The minimum passing score is eighty percent (80%).

(4) Writing test:

(i) HR will review the writing test and assess on a pass/fail basis.

b. The video banding portion of the REACT will not be used.

c. The REACT Dimension Ratings are indicators of areas that could be problematic for candidates. This rating system may be used in conjunction with the Field Training Officer (FTO) program to enhance individual training.

d. Candidates who do not pass any portion of the test are eligible for one (1) re-test. Re-tests must be completed within twelve (12) months of the original test date.

iii. Physical Fitness Assessment. All P.O.S.T. certified candidates will be administered a physical fitness assessment using WDOC Form #121.2, *Physical Release and Assessment.*

a. The assessment shall consist of the following three (3) tests:

(1) A one (1) minute sit-up test;

(2) A one (1) minute push-up test; and

(3) A one and a half (1.5) mile run/walk test.

b. Prior to testing, all candidates shall be required to read and sign Part 1 (Release) of WDOC Form #121.2, in the presence of a WDOC test administrator.

c. Candidates may retest on the physical fitness assessment at any time within twelve (12) months of the original assessment date.

d. Failure to pass the physical fitness assessment does not automatically disqualify a candidate, however all candidates must meet the established physical fitness standards in order to complete the WDOC Basic Training Academy.

G. **Interview.** Selected applicants for all positions shall be required to participate in an interview consisting of a combination of behavioral-based and competency-based questions.

1. **Interview Panel.** The interview panel for correctional officer positions will consist of two (2) WDOC employees. For all other positions the interview panels shall consist of a minimum of three (3) WDOC employees. HR representatives may be present to audit the interview process but will not be included in the composition of the panel.

i. No member of the panel shall be of a lower classification for the vacant position. It is recommended one (1) member of the panel be from outside the facility or office.

ii. HR shall provide the panel with applications and review questions to be used in the interviews.

iii. The panel shall make a recommendation for hire to the Warden/Administrator.

2. Phone interviews are acceptable. Candidates may be required to travel to the location for an in-person meeting or second interview before an offer of employment is made.

3. Staff responsible for conducting the interview for the vacant position will complete WDOC Form #120.3, *Interview Checklist*, for all positions.

4. Final decision of hire will be made by the Warden/Administrator and may be reviewed by the Director or designee.

H. Conditional Job Offer. The Human Resources Office will make a conditional offer of employment to the selected candidate.

1. This written offer will be conditional upon completing post-offer assessments with acceptable results.

2. Candidates are not eligible to begin employment based on a conditional job offer.

I. Post-Offer Assessments. The following post-offer assessments will be completed on all candidates receiving a conditional offer of employment.

1. Completion of National Crime Information Center (NCIC) Checks. A criminal record check shall be conducted on all new employees, contractors, and volunteers prior to assuming their duties, upon promotion, as well as every five (5) years for current employees, contractors, and volunteers to identify whether there are criminal convictions that have a specific relationship to job performance. This record check shall include comprehensive identifier information to be collected and run against law enforcement indices. If suspect information on matters with potential terrorism connections is returned on a desirable applicant, it shall be forwarded to the local Joint Terrorism Task Force or another similar agency. (ACA 4-4061-Revised; 2-CO-1C-18; 4-APPFS-3A-02)

i. Comprehensive identifiers may include current name, birth name, date of birth, social security number, address, phone number, copy of driver's license, and similar information. Such information is run against NCIC criminal histories, criminal indices, and "wants and warrants".

ii. If any charges of criminal activity are reported, the candidate must provide court documentation of the final disposition.

2. Background/Reference Check for Non-P.O.S.T Certified Positions. This process is conducted to verify the accuracy of the information provided by the applicant. Human Resources will complete a background/reference check on all selected candidates for new hire and promotion. Information collected pertains to the quality and quantity of work performed by the applicant, the applicant's attendance record, education and other work-related issues.

i. After a conditional offer or promotional offer is made, the chosen candidate must complete the *Background Information form, WDOC Form #120.1* and return it to Human Resources.

ii. An employment reference check, using WDOC Form #121.3, *Employment Reference Check.*

a. Employment reference checks will be conducted for current employment and the previous five (5) years of employment history, where such history exists. In addition, employment reference checks will be conducted for all law enforcement experience, regardless of date.

iii. Professional reference checks may be completed using WDOC Form #121, *Professional Reference Check.*

iv. Candidates must provide documentation verifying their qualified education.

a. Candidates who have earned any credits from a university, college or trade school accredited by any nationally or state recognized accrediting association must provide a copy of their official transcripts indicating courses and credit hours earned.

v. Candidates must provide a validation of military record by federal form DD 214;

vi. In instances where negative or incomplete information is obtained, the hiring manager and Human Resources will assess the information, review the job's requirements and determine whether the individual should be hired.

vii. All information attained from the reference check process will only be used as part of the employment process and kept strictly confidential. Only approved Human Resources personnel will have access to this information and will share information only with management personnel who need to know. Reference check information will be maintained in a file separate from the employee's personnel file.

3. **Background Investigation for P.O.S.T Certified Positions Only.** Central Office Human Resources will complete a background investigation on all candidates and will provide a written summary of the investigation to the hiring authority at each institution using WDOC Form #121.8, *Background Investigation Report.* The Hiring Authority will review the background investigation report and all other available information about the candidate and advise their Human Resources Office to issue a written employment offer or employment declination. The background investigation consists of:

i. An employment reference check, using WDOC Form #121.3, *Employment Reference Check.*

a. Employment reference checks will be conducted for current employment and the previous five (5) years of employment history, where such history exists. In addition, employment reference checks will be conducted for all law enforcement experience, regardless of date.

b. IRS transcripts will provide a list of all employers for the last five (5) years.

ii. At least three (3) personal reference checks using WDOC Form #121.4, *Personal Reference Check: Correctional Officer Candidate.*

a. Personal reference checks should include one (1) family member, at least one (1) close friend of similar age to the applicant, and at least one (1) employee peer reference.

iii. Interview with spouse, if applicable, using WDOC Form #121.5, *Spouse Interview: Correctional Officer Candidate.*

a. The interview with an applicant's spouse will focus on support of the candidate for employment as a correctional officer.

iv. A validation of secondary education. Candidates must provide official documentation verifying they have received a high school diploma or equivalent achievement. Per P.O.S.T. requirements, this documentation must be one of the following:

a. A diploma from a high school which is accredited by any State;

b. A general equivalency diploma (GED);

c. A home school diploma which evidences successful completion of a home school curriculum which has been accredited by any nationally recognized accrediting organization;

d. A home school diploma plus matriculation in a college which is accredited by any nationally recognized accrediting organization; or,

e. A degree issued by an institution of higher learning which is accredited by any nationally recognized accrediting association.

v. A validation of post-secondary education. Candidates who have earned any credits from a university, college or trade school accredited by any nationally or state recognized accrediting association must provide a copy of their official transcripts indicating courses and credit hours earned.

vi. A validation of military record by review of federal form DD 214 (long form);

vii. A review of the employee's credit history.

a. A credit report should be submitted by the employee, at the employee's expense.

b. Credit history assessments will be rated as good, caution, or bad.

4. **Physical Examination.** All WDOC employees, including those who have direct contact with inmates/juveniles/residents and whose jobs involve use of force or include power of arrest, must undergo a standard physical examination from a licensed medical practitioner prior to job assignment. Employees will receive re-examinations according to a defined need or schedule. (2-CO-1C-19; 4-APPFS-3A-03; 4-4062) The exam will be paid for by WDOC.

i. The medical practitioner will be given a copy of WDOC Form #121.6, *Physical Exam and Medical Review* for reference purposes.

ii. The medical practitioner will report only whether the candidate is "Fit-for-Duty" or "Not Fit-for-Duty" in the position, by completing page two (2) of Form #121.6 and submitting it to the WDOC Central Office Human Resource Division.

5. **Psychological Examination for P.O.S.T. Certified Candidates Only.** All candidates for P.O.S.T. Certified position must undergo a standard psychological examination from a licensed psychiatrist or psychologist. The exam will be paid for by WDOC.

i. The evaluation will consist of administration of a psychological assessment as determined appropriate by the licensed practitioner in consultation with the WDOC Recruiting Manager and a clinical interview.

ii. The psychiatrist or psychologist will prepare a report and indicate whether the candidate is "suitable" or "not suitable" for employment in a P.O.S.T. Certified position, using WDOC Form #121.7, *Sample Psychologist/Psychiatrist Letter* as a reference.

a. Letters from psychiatrists/psychologists should be sent to the WDOC Central Office Human Resource Division.

6. **Finger Printing.** All candidates shall be required to have their finger prints taken and submitted to the Wyoming Attorney General's Office, Division of Criminal Investigation (DCI).

i. Any felony conviction prohibits employment in a P.O.S.T.-Certified position for purposes of this policy. (Notwithstanding WDOC Policy & Procedure #1.200, *Employment of Ex-Offenders*.)

a. Qualified ex-offenders may be considered for employment for other positions as specified in WDOC Policy and Procedure #1.200, *Employment of Ex-Offenders*. (ACA 4-4055; 2-CO-1C-10)

ii. A candidate's failure to disclose any felony convictions will render the candidate ineligible for future employment consideration.

7. **Substance Abuse Screening.** All candidates shall be required to undergo substance abuse screening by passing a urinalysis (UA).

i. Substance abuse screens will be conducted in accordance with WDOC Policy & Procedure #1.204, *Drug Free Workplace Program.*

8. Unsuccessful candidates will be notified in writing of their non-selection for the position.

J. **Final Offer of Employment.** Employment offers are commitments on behalf of the WDOC. Hiring Mangers and Human Resources must ensure every offer made to a candidate complies with the agencies policies and federal and state legal requirements.

1. Managers or designated persons who are responsible for offering the position to the new hire must complete WDOC Form #120.4, *Job Offer Check List.*

i. WDOC Form #120.4, *Job Offer Check List* is only required to be completed for new hires; this form does not need to be completed for intra-agency transfers and internal promotions.

2. Prior to the new hire's first day managers shall complete WDOC Form #120.5, *New Hire Preparation Checklist.*

i. WDOC Form #120.5, *New Hire Preparation Checklist* is only required to be completed for new hires; this form does not need to be completed for intra-agency transfers and internal promotions.

3. Candidates who successfully complete all post-offer assessments will receive a final offer of employment which includes start date, salary and FLSA designation.

4. If the results of the fingerprints have not been received as of the date of the final offer, the final offer of employment will continue to be conditional until those results are received.

K. **Probationary Term:** All newly hired employees shall be subject to a one year probationary period in accordance with the *State of Wyoming Personnel Rules*. (ACA 4-4059)

L. **New Hire Orientation/Onboarding.** All new employees in the agency regardless of status or title will receive at least forty (40) hours of general orientation to the policies, organizational structure, programs, and regulations of the agency. This orientation will be done prior to the new hire taking on any job duties independently (for example, job shadowing or working with the FTO may be part of the new hire's orientation). (ACI 4-4082; 2-CO-1D-05; 1-CTA-3A-09; 4-APPFS-3A-05)

1. Employees who left the WDOC and were rehired but went through orientation in the WDOC within the last twelve (12) months are not required to go through the forty (40) hours of general orientation.

2. New hire orientation should be complete within the new employee's first week. If delays occur ensure there is documentation for why, HR is notified, and the new hire is not assigned any job duties to complete independently until the orientation is completed.

i. The hiring manager is responsible for communicating with both the HR manager and training manager to ensure a plan of action is in place for completing the new hire orientation. The ideal setting for new hire orientation is with a group; this may result in coordinating and/or scheduling monthly orientation at the designated facilities/locations.

3. The following requirements are to be completed by the designated staff as part of the forty (40) hours of orientation.

i. **HR Responsibilities for New Hire Orientation**. Designated HR representative shall complete the seven (7) hours of Human Resources orientation as outlined in the WDOC Form #120.6, *OnBoarding & Orientation Packet*.

a. HR's section of orientation encompasses documentation that shall be completed and signed by the new hire within three (3) days of the employee's start date to ensure compliance with federal law.

ii. **Manager Responsibilities for New Hire Orientation.** Managers responsible for the new hire shall complete the designated nine (9) hours of manager orientation as outlined in WDOC Form #120.6, *OnBoarding & Orientation.* The manager should be available and welcoming the new hire on his/her first day. If the manager is unavailable upon the start date, the manager shall designate

another manager/supervisor, whom is classified at the same level, to complete the check list. The manager's role in orientation is to provide the new hire with clear expectations from the start. The manager also plays the role of welcoming and introducing the new hire to key staff.

a. For P.O.S.T certified staff the security manager is responsible for designating who the appropriate supervisor is to complete the nine (9) hours of manager orientation.

iii. **Training Staff Responsibilities for New Hire Orientation.** The additional twenty-four (24) hours or three (3) days of orientation will be completed by the appropriate training staff at the designated facility or field office. Completion of material is required as outlined on WDOC Form #120.6, *Onboarding & Orientation Packet.*

a. Central Office new hires will receive the twenty-four (24) hours or three (3) days of orientation from the designated training academy staff.

iv. New hires are responsible for ensuring that all material outlined on WDOC Form #120.6, *OnBoarding & Orientation* is completed and returned to the designated HR manager.

v. Staff shall utilize the OnBoarding & Orientation procedure which outlines the process to ensure new hires are receiving all of the required hours and materials for orientation.

M. **Correctional Officer Waiting Lists.** In the event all Correctional Officer positions within the location preference(s) listed on the candidate's employment application are filled, the candidate will be contacted by Central Office Human Resources to see if a work location not indicated as a preference on the employment application, but that does have an available vacancy, would be acceptable to the candidate. In the event that an alternate work location is not acceptable, the candidate will be placed onto a waiting list for each location preference indicated on the employment application.

1. Candidates must have received a Conditional Job Offer to be placed on the list.

2. Order of placement on each waiting list will be based on the REACT Human Relations Video score. Date of successful passing of REACT will

determine order of placement on individual waiting lists for those with tied REACT scores.

i. Candidates will be notified of their placement on the waiting list.

3. Candidates will remain on the waiting list for up to twelve (12) months. Once a candidate has indicated they are no longer interested in employment with WDOC, they will be removed from the list.

4. Candidates will be processed from the waiting list in rank order. Upon a new vacancy, Institutional HR will contact the Background Investigator to schedule the background investigation.

5. Candidates who are selected for employment by one work location will be removed from all other work location waiting lists.

N. P.O.S.T. Certification Process. Central Office Human Resources will coordinate the P.O.S.T. certification process.

1. The Human Resources Office will ensure completion of the *P.O.S.T. Initial Employment Form* within ten (10) days of hire for all correctional officer employees.

2. Central Office Human Resources will process the *P.O.S.T. Initial Employment Form* by:

i. Verifying proper completion of the form;

ii. Obtaining the Director's signature; and

iii. Forwarding the form to the P.O.S.T. Commission.

3. Personnel for all P.O.S.T Certified positions shall be required to complete training as determined by WDOC and approved by the P.O.S.T. Commission. New employees may receive credit for their prior training as determined by WDOC. (ACA 4-4057)

O. Additional Human Resources Responsibilities

1. Services Human Resources Offices will be responsible for the pre-employment process at their facility, and will provide assistance and support for other institutions and WDOC scheduled recruiting trips.

2. The Human Resources Office will notify the WDOC Training Academy of all correctional officer candidates who have been given and accepted an offer of employment.

P. Documentation for Recruitment, Selection, and OnBoarding and Orientation

1. The Human Resources office will house all necessary documentation that is completed during the recruiting, selection and orientation of new employees.

2. The following documentation shall be housed accordingly:

i. WDOC Forms #120, *Pre-Employment Release of Information;* #120.1, *Background Information*; #120.2, *Pre-Interview/Pre-Testing Checklist;* #120.3, *Interview Checklist*; #120.4, *Job Offer Checklist;* #120.5, *New Hire Preparation Checklist* and #121, *Professional Reference Check;* and any additional assessments/documentation completed to determine selection will be maintained in the recruitment file.

ii. WDOC forms #120.6, *OnBoarding & Orientation Packet*; 121.3, *Employment Reference Check;* #121.6, *Physical Exam and Medical Review;* and any other documentation as specified in the State Personnel Records Policy will be maintained in the new hires personnel file.

3. All OnBoarding forms and handouts may be accessed at the OnBoarding website: https://sites.google.com/a/wyo.gov/onboarding_1/

V. TRAINING POINTS

A. When is a candidate eligible to begin employment?

B. Who conducts the background check?

C. What is a passing score on the REACT assessment?

D. When will a candidate receive a conditional job offer?

E. What are the post-offer assessments?

F. When will a candidate receive a final offer of employment?