

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Personnel</u> STATEMENT NUMBER <u>2.01</u>
SUBJECT: DOC RECRUITMENT AND RETENTION POLICY PROPONENT: _____ <i>Name/Title</i> <u>Human Resources</u> <u>271-5640</u> <i>Office</i> <i>Phone #</i>	EFFECTIVE DATE <u>9/22/2015</u> REVIEW DATE <u>4/1/2017</u> SUPERSEDES PPD# <u>2.01</u> DATED <u>3/1/2013</u>
ISSUING OFFICER: _____ <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To establish a system for selecting individuals to fill a vacancy and obtain employment within the NH Department of Corrections. Covered in this Policy and Procedure Directive are the following:

- Lateral Transfer Procedures
- Recruitment Procedures
- Retention

II. APPLICABILITY:

To all employees and potential employees of the Department of Corrections.

III. POLICY:

It is the policy of the Department of Corrections to:

- A. Select the most qualified candidate for the vacant position;
- B. Retain the best-qualified personnel on the basis of merit and specified qualifications with an objective to developing a professional career service for all employees. Selection and placement are based on professional considerations. The Department of Corrections is an equal opportunity employer;
- C. RSA 21-I:52 is quoted for guidance:
 1. No person shall be appointed or promoted to, or demoted or dismissed from any position in the classified service, or in any way favored or discriminated against with respect to employment in the classified service because of their political opinions, religious beliefs or affiliations, age, sex or race; in addition no person shall have any such employment action taken on account of a person's sexual orientation; provided however, that nothing in this section shall require the appointment or prevent the dismissal of any person who advocates the overthrow of the government by

unconstitutional or violent means. No person shall use, or promise to use directly or indirectly, any official authority or influence, whether possessed or anticipated to secure or attempt to secure for any person an appointment or advantage in appointment to a position in the classified service, or to increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person or for any consideration. No employee in the state classified service shall hold any remunerative elective public office, or have other employment, either of which conflicts with their employment. Determination of such conflict shall be made by the Director of Personnel after consultation with the appointing authority.

2. If any person in state service shall willfully violate this section, their position of service with the State shall be declared vacant by the Governor and Council.
3. The New Hampshire Division of Personnel Code of Administrative Rules governs methods of filling vacancies, testing, selection and promotion. Parts of these rules are included in this policy for guidance.
4. Current Collective Bargaining Agreements provide provisions for lateral transfers, parts of these provisions are included in this policy for guidance.

IV. PROCEDURE:

RECRUITMENT AND HIRING

The following procedure is developed to provide guidance on the recruitment steps required to fill a vacancy for classified positions within NH DOC. This policy does not include unclassified positions. The Commissioner determines the recruitment process for unclassified positions.

A. FILLING A VACANCY

A vacancy announcement will not be posted until a determination is made on whether the vacancy is funded with salary and benefit monies or a duty reassignment is more appropriate in order to maintain staffing levels and operational effectiveness. The appointing authority or designee shall determine when to post a vacant position and obtain all necessary approvals required either by law or the Commissioner of the NH DOC before submitting a posting request to the Department Human Resource Bureau. Division Directors/Wardens will ensure that personnel involved in the selection of employees comply with the following procedures:

B. POSTING A VACANCY ANNOUNCEMENT FOR LATERAL TRANSFER

1. The Division/Facility that has the vacancy shall make a written request to post a lateral transfer vacancy to the Department's Bureau of Human Resources (see attachment 1) and identify any additional language needed as appropriate, i.e., interviews, specific skills or abilities desired.
2. Vacancy announcements will be posted for a minimum of 14 calendar days. All postings shall identify, if applicable, the facility, shift and days off, post or assignment, specific location and assigned duties.
3. Responses to a lateral posting shall be made by submitting a completed Lateral Transfer Request Form (attachment 2) and sending it to the Human Resources Bureau.
4. All completed Lateral Transfer Request Forms must be received by the date and closing time specified in the announcement.

C. SELECTION FOR LATERAL TRANSFER

1. After the posting closes, the Human Resources' Recruiting Personnel or HR Administrator's Designee will review the lateral applications and place the DOC seniority date of each candidate on the respective lateral transfer request. For Probation/Parole Officer positions the seniority date is based upon seniority within the Division of Field Services.
2. The name of the most senior candidate will then be given to the Human Resources Coordinator assigned to the facility/locale.
3. If the most senior candidate is not selected, then the HR Administrator's designee will send the next most senior employee's name to the respective Human Resource Coordinator, and so on, until either a selection is made or the position becomes available for open recruitment.
4. If the position requires an interview(s) prior to lateral selection, the Director or designee will meet with the most senior candidate to review the knowledge, skills and abilities (KSA) required for the position and determine whether the candidate meets the KSAs.
5. The following list is the level required to review a candidate for lateral transfer whether the lateral transfer requires an interview or not prior to making recommendations to the appointing authority for selection:
 - a. Uniformed positions labor grade 21 and above will be considered by the respective Division Director/or Warden;
 - b. Uniformed positions labor grade 20 and below will be considered by the appropriate Shift Commander, who is of the rank of Lieutenant or above;
 - c. Non-uniformed positions LG 21 and above will be considered by the respective Division Director/Warden where the vacancy exists;
 - d. Non-uniformed positions LG 20 and below will be considered by the designated Direct Report Supervisor where the vacancy exists;
 - e. Probation and Parole Officer positions LG 22 and below will be considered by the respective District Office Chief PPO. Probation and Parole Officer positions LG 24 and above will be considered by the Director of Field Services;
 - f. Field Services positions other than PPOs will be considered by their Direct Report Supervisor.
6. Selection of employees for lateral transfer shall be made from responses to the posting and shall be made on the basis of seniority within DOC (for positions other than Probation/Parole Officers) barring any issues of concern raised on the Post Screening Form.
 - a. In determining seniority within the DOC, full credit for service shall be given to employees in the Secure Psychiatric Unit (SPU) who were moved by statutory reorganization when the SPU was moved from the Department of Health and Human Services to DOC.
 - b. In the event that the most senior employee is not selected, specific performance based reasons for the non-selection of all senior employees passed over shall be made in writing to such employee(s) by the person making the selection. The written notice will include the reason for non-selection, shall be completed within 10 work days (For PPOs -7 calendar days) from the selection decision

- 1) **Specific Performance-Based Reasons – Non-Interview**
Specific performance-based reasons are defined as reasons that impact the selection of the most senior employee after review of the most recent annual evaluation and/or any formal disciplinary actions that occurred within one year of the date of the posting.
 - 2) **Specific Performance-Based Reasons – Interview**
Specific performance-based reasons are defined as reasons that impact the selection of the most senior employee after review of the knowledge, skill and abilities for the posted positions; the most recent annual evaluation and/or any formal disciplinary actions that occurred within one year of the date of the posting.
- c. The selected candidate will be provided a written notice of their selection informing them of the effective date.
 - d. Probationary employees would only be eligible for a lateral transfer after they successfully complete the Corrections Academy, FTO Training Program and any other required training. The employer will take all reasonable steps to provide this required training within the first year of employment. If the employer cannot provide the necessary training within the first year, the employees will be eligible for a lateral transfer. Exceptions to this provision with the Commissioner's approval may occur if there are no senior employees who have applied for the position.
 - e. Any position that requires specific knowledge, skills and abilities that differ/exceed the standard duties and assignments for similar positions of the same classification, may be subject to an interview. All positions that are subject to an interview shall be listed on a formal document and signed by the employer and the Union.
7. **Record Review**
 - a. A record review is required prior to making a determination as to whether to select or deny a most senior lateral transfer applicant. The designated Shift Commander/Warden/Division Director/ Direct Report Supervisor/Field Services Supervisor will complete a Post Screening Form (attachment 4) on the lateral candidate under consideration.
 8. **Recommendation**
 - a. A written recommendation must be submitted to the Commissioner by the respective Division Director/Warden for positions LG 21 and above after completion of the Post Screening Form.
 - b. A written recommendation must be submitted by the Shift Commander/or Direct Report Supervisor to the Warden/Division Director for positions LG 20 and below after completion of the Post Screening Form.
 - c. Response to the recommendation request will be completed prior to moving forward with the lateral process.
 9. **Announcement of Lateral Transfer Selection**
 - a. The effective date of the lateral transfer will be the beginning of the next pay period after the candidate has been notified. The date will be at least two weeks after the notification, but not more than four weeks.

D. REQUESTING A STATEWIDE POSTING ANNOUNCEMENT FOR A DOC POSITION VACANCY

1. Requests for a vacancy posting will be submitted by the Division Director/Warden in writing to the respective Human Resource Coordinator for their area. The HR Coordinator will then make an electronic posting request to the Department's HR Bureau.
2. Upon receipt of certified applications a determination will be made as to which applicants will be scheduled for interview by utilizing the pre-screening form (see attached #5).
3. **Interviews**
 - a. An interview board will be established for each vacant position
 - b. The designated facility Human Resources Coordinator or HR recruitment personnel will coordinate the interview boards for positions involving labor grades 20 and below and will coordinate the assignment and participation of board members.
 - c. For positions labor grade 21 and above, the Department's Human Resources Administrator or designee will coordinate the interview boards and identify board members for the interview board. Persons designated as board members for a particular board will be made available by their respective Warden/Division Director.
 - d. The interview board will be composed of three staff members senior in grade to the vacant position. Unless there are extenuating circumstances, the board will include a chairperson that is at least two labor grades higher than the vacant position and will be from a different Division/Facility from the vacancy. The second board member will be at least one labor grade higher and will be from the Division/Facility where the vacancy exists and will be directly or indirectly supervisory in nature to the vacant position. The third board member will be at least one labor grade higher than the vacancy and will be from another Division/Facility or can be someone from outside state government that has a common professional background, interest or working association with the Department of Corrections.
 - e. The intent of board member selection, whenever possible, is to provide objectivity while at the same time, allowing the board and hiring authority wide discretion in choosing the best applicant for the job. Larger boards may be used when warranted.
 - f. Prior to the applicant's appearance before the board, the supervisor will provide the Human Resources Bureau with potential questions and select not less than six or more than twelve questions designed to elicit responses that can be used to evaluate the candidates. One of the questions shall be, "Have you ever been convicted, disciplined, investigated or accused of sexual misconduct of any nature?" Upon approval of the questions by the Human Resources Administrator or designee, the board will determine how the questions will be asked. If the candidate's response requires additional clarification, any board member may ask additional follow up questions, but each candidate must be given a chance to respond to each pre-selected question. A single pre-selected question or a follow-up question may impact on any Rater's evaluation.

- g. Each board member will score the candidate's responses to the questions on the Interview rating sheet (see attachment #3).
 - h. During the interviews, each board member must rate independently and confidentially. After each candidate is scored, however, the panel members may discuss the relative merits of each candidate, and come to a consensus on the overall rating of an individual candidate.
4. **Post Screening Form**
- a. A Post Screening Form will be completed on any candidate the appointing authority is considering for final selection.
 - b. The Post Screening Form (attachment 4) is the final tool to assist the appointing authority in reviewing the personnel record of a potential candidate for a position. This document, directs the appointing authority to review employee evaluations, any letters of discipline and current performance information, and any other relevant information. There is also an area to summarize selection recommendations.
5. **Selection**
- a. The Assistant Commissioner, Wardens and Division Directors are the delegated authorities to select and promote, following the procedure within their Divisions up to and including pay grade 20. Pay grade 21 and higher require the above cited authorities to present a ranking of all candidates, including their written recommendations for selection, to the Commissioner for approval (or in his absence, the Assistant Commissioner). The hiring authority has the final say as to who is selected. Administrative Rule Per 602.02 Filling Vacancies Within an Agency is quoted for guidance: "Whenever possible, selection by the appointing authority to fill a vacancy shall be made from (1) within the executive branch; and (2) based upon the employee's;
 - 1. possession of the knowledge, skills, abilities and personal characteristics listed on the class specification for the vacant position;
 - 2. capacity for the vacant position as evidenced by documented past performance appraisals."
 - b. Candidates may be denied selection, if in the opinion of the appointing authority, they are deemed to lack personal or professional qualifications needed for the position.
 - c. Reasons for non-selection may include, but are not limited to, length of time in positions, lack of skills or sufficient knowledge or expected duties, disciplinary action, poor attendance, etc. and not meeting clearance standards. In addition, material omissions regarding sexual misconduct, or the provision of materially false information, shall be grounds for non-selection or termination.
 - d. If an employee is not selected, the Warden/Division Director shall notify the employee in writing and state the reasons for non-selection.
 - f. In the event the selectee declines the position, another selection may be made from one of the interviewed candidates. Once a candidate accepts the position a notice will be provided to that candidate in writing confirming their selection. All other interviewed candidates will be informed in writing of non-selection and the reasons.
 - g. The Warden/Division Director will ensure that all the candidates involved in the process are personally advised of the decision prior to the public release of the selection decision.

E. **RECRUITMENT REQUIREMENTS FOR SELECTION INTO A NH DOC POSITION VACANCY.**

Selection (hiring) procedures for filling a vacancy will require the following to ensure candidates meet the criteria for working within the NH DOC.

1. The following requirements apply for applicants who apply for positions that require law enforcement certification:

- a. Certification
All certified applications will be directed to the Recruiting Area for review and to pre-screen applications and schedule testing as appropriate.
- b. Testing
 1. Applicants notified for testing will be scheduled for the LEAI exam by the Department's designated personnel.
 2. Applicants must complete the following forms during the testing date.
 - a) Release of date of birth for records check;
 - b) Authorization for Release of Information;
 - c) Statement of Understanding to Security Responsibilities and Physical Agility Testing, Academy Entrance Requirements; Medical Examination;
 - d) Background Investigation Data Sheet/Self Reported Background;
 - e) LEAI/Polygraph Acknowledgement;
 - f) Essay "Why I want to be a Corrections Officer/Why I want to be a PPO";
 - g) Weapons Qualifications Forms (2);
 - h) Criminal/Motor Vehicle Records Sheets; and
 - i) Statement of Understanding that Criminal Record checks will be conducted by the NH Department of Corrections every five years.
 - 2) A written Public Safety Exam (LEAI) is required for all applicants unless exempted by the Commissioner/designee. Results are ranked into three categories: Recommended; Qualified Recommended; Not Recommended.
- c. Background Checks
Background checks will be pursued as follows:
 - 1) Telephone checks or written requests from former employers;
 - 2) Motor vehicle checks (by name and date of birth); and Criminal; Record checks will be conducted and reviewed to determine suitability to work in the corrections environment to ensure compliance with Prison Rate Elimination Act and to meet Police Standards and Training certification standards. Candidates will be electronically fingerprinted which is submitted as part of the Criminal Records check;
 - 3). Statement of Understanding that Criminal Record Checks will be requested every five years should the applicant become employed in the Department; and
 - 4) Personal References as required by Police Standards and Training Council Form I.
 - 5) The Department will make best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. Unacceptable background and/or references may result in an applicant being placed in the "Not Recommended" category and no further steps will be taken to consider the applicant further.

- d. Interviews
- 1) Applicants in the “Recommended” category will be reviewed first for interviews prior to considering applicants in the “Qualified/Not Recommended” categories respectively.
 - 2) Interviewees will be asked a series of approved questions, one of the questions shall be, “Have you ever been convicted, disciplined, investigated or accused of sexual misconduct of any nature?”
- e. Drug Testing
All individuals recommended after interview for final consideration will be required to submit to a drug screening and will be required to complete final clearance paperwork, including Acknowledgement of Contingent Offer of Employment/Selection.
Offers are contingent based upon drug screen results, further background checks, medical examinations and physical agility test results.
- f. Polygraph Exams
Individuals recommended by the board are required to submit to and complete a polygraph exam. The polygraph results will rate the individual as low, moderate or high risk. The Commissioner, Human Resources Administrator or designee will determine the acceptability of moderate and high risk individuals. Those rated as low risk will move forward in the process.
- g. Physical Exams
1. Recommended individuals will be scheduled for a physical examination.
 2. Applicants who are hired, their physical examination will be filed in the employee’s individual medical record separate from their personnel files.
- h. Physical Agility Test
- 1) Candidates who have been medically cleared and whose drug screen returns a negative result, will be scheduled for a Physical Agility Test.
 - 2) Candidates must meet the pre-employment Police Standards and Training Council’s physical agility standards.
- i. Hire Date
Candidates successfully completing the recruiting process will be scheduled to start on a payday Friday. The first day will begin with the New Hire Orientation.

NOTE: Individuals recommended by the board for law enforcement positions who are currently certified as CORRECTIONS OFFICERS OR PROBATION/PAROLE OFFICERS are exempt from items e, f, g, and h noted above.

2. **For applicants who apply for non-law enforcement positions the following procedures apply:**

- a. Pre-Screening
A screening board and/or appointing authority will review the certified applications and use the Pre-Screening Form (attachment 5) to assist in identifying those applicants who appear to meet the desired attributes for the position:
1. In using the form, the board or appointing authority will determine four or more attributes that are critical to success in the position, for example:
 - a) Experience at counseling in a prison setting;
 - b) Formal training in drug and alcohol treatment;
 - c) Experience at training and teaching others; and
 - d) Formal training or experience in behavioral science statistics.
 2. One attribute will be written into each box and each certified application will be scored on the one to five scale, described on the applicant’s Pre-

Screening Form. These Pre-Screening Forms will be used to select the most highly qualified candidates to continue in the selection process.

3. Pre-Screening Forms will be retained and made part of the selection process records pursuant to the record retention schedule.
- b. Testing
Applicants who are chosen in the pre-screening must complete the following:
- 1) Release of date of birth for record check;
 - 2) Authorization for Release of Information;
 - 3) Statement of Understanding to Security Responsibilities and Pre-Employment Medical Exam;
 - 4) Background Investigation Data Sheet;
 - 5) Criminal/Motor Vehicle Record Check Form; and
 - 6) Statement of Understanding that criminal records checks will be conducted by the NH Department of Corrections every five years.
- c. Background Checks
Background checks will be pursued as follows:
- 1) Telephone checks or written requests from former employers will be made;
 - 2) Motor Vehicle and Criminal Records Checks (by name and date of birth);
Record checks will be reviewed to determine suitability to work in the corrections environment to ensure compliance with Prison Rape Elimination Act. Candidates will be electronically fingerprinted which is submitted as part of the Criminal Records check;
 - 3) The Department will make best efforts to contact all prior institutional employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. Unacceptable background and/or references may result in an applicant being placed as "Not Recommended" for any further consideration.
- d. Interviews
Applicants chosen in the pre-screening stage will be scheduled for an interview unless they are placed in a not recommended category (see Background Checks above). Those who are not recommended will be sent a letter advising them they have not been selected. As part of the interview, each applicant shall be asked the following question, "Have you ever been convicted, disciplined, investigated or accused of sexual misconduct of any nature?" At the interview each applicant will be rated by each interview board member utilizing attachment #3. Once an approved applicant has accepted the position, the other interviewed applicants will be sent a letter from the Division Director advising them that they were not selected. (Ref. Section D3)
- e. Drug Testing
Individuals selected for the position vacancy will complete final clearance paperwork to include Acknowledgement of Contingent Offer of Employment/Selection and will be required to take a drug screening test. Employment offers with NHDOC are contingent based upon drug screen results, further background checks and medical exam, as appropriate.
- f. Physical Exams
- 1) The selected individuals may be scheduled for a physical examination.
 - 2) Applicants who are hired, their physical examination will be filed in the employee's individual medical record, separate from their individual personnel files.
- g. Hire Date

Candidates successfully completing the recruitment process will be scheduled to start on a payday Friday. The first day will begin with New Hire Orientation.

E. RETENTION

The Department currently offers the following retention incentives:

1. Established procedures for selecting qualified employees to fill vacancies;
2. Opportunity for advancement within state service;
3. Opportunity to lateral transfer to different locations and shifts;
4. Yearly step increases;
5. State pay raises;
6. The opportunity to further enhance one's career by enrolling in training courses;
7. Various recognition awards;
8. Varied and specially selected training; all of which aid in the development of a strong career path; and
9. Job release for cross-training opportunities with the Department of Corrections.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

2-CO-1C-13

Standards for Adult Correctional Institutions

Fourth Edition Standards

4-4057 thru 4058

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Probation and Parole Field Services

Third Edition Standard

3-3055 thru 3056

Other

RSA 21-I:52

Administrative Rule 602.02 Filling Vacancies Within an Agency

Wrenn/jc

Attachments



DEPARTMENT OF CORRECTIONS
STATE OF NEW HAMPSHIRE
P.O. BOX 1806
CONCORD 03302-1806

INTRA-DEPARTMENT MEMORANDUM

William Wrenn
Commissioner

DATE: _____

PLEASE POST THE FOLLOWING POSITION:

RANK: _____ POSITION # _____

SHIFT: _____

DAYS OFF: _____

UNIT/FACILITY: _____

EXITING STAFF MEMBER: _____
(CURRENTLY ASSIGNED TO THE ABOVE POSITION)

WHERE ARE THEY GOING...
LEAVING D.O.C. _____ DATE _____

PROMOTION: _____ DATE _____

LATERAL: _____ DATE _____

SUBMITTED BY: _____

HAS THE SUPPLEMENTAL JOB DESCRIPTION BEEN AMENDED? ___ YES ___ NO

IS AN INTERVIEW NEEDED FOR LATERAL CONSIDERATION? ___ YES ___ NO
(IF YES, PROVIDE KNOWLEDGE, SKILLS AND ABILITY LANGUAGE TO BE PLACED ON THE
POSTING ANNOUNCEMENT WITH THIS POSTING REQUEST).

(Revised February 2012)

STATE OF NEW HAMPSHIRE
DEPARTMENT OF CORRECTIONS

OFFICIAL LATERAL REQUEST FORM

I, _____, respectfully request consideration for a lateral
(Please Print)
reassignment to:

POSTED VACANCY ASSIGNMENT

Job title of Vacant Position: _____ Position # _____

Division/Facility/Office Vacancy is Located: _____

Unit (If applicable): _____ Shift: _____ Days Off: _____

CURRENT ASSIGNMENT:

Title of Your Current Position: _____

Division/Facility/Office: _____

Unit (If applicable): _____ Shift: _____ Days Off: _____

Work Phone : _____

Previous Assignment: _____

Date of Hire: _____

Employee Signature: _____ Date: _____

Employees who wish to be considered for lateral transfer must submit a separate completed form for each posted vacancy. Each form must be received by the posted closing date.

SEND ALL LATERAL REQUESTS TO:

DOC HUMAN RESOURCES

**105 PLEASANT STREET
MAIN BLDG. 3RD FLOOR
CONCORD, NH 03301**

OR FAX TO:

(603) 271-3345.

If you have any questions, please contact DOC Human Resources at 271-5650.
(Revised February 2013)

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
ORAL INTERVIEW SCORE SHEET

CANDIDATE: _____ DATE: _____

INTERVIEWER: _____

RATING SCALE

1 thru 5

1= Poor, 2=below average 3= average, 4= above average, 5= outstanding

Presentation & Demeanor

Professional, appropriately dressed; personal appearance and posture;
Apparent physical fitness or personal warmth and
Enthusiasm

Score

Oral Expression

Verbal clarity; precise communications; able to articulate
and answer questions that demonstrated knowledge for the position,
Demonstrated reasoning ability.

Adaptability and Attitude

Presented a Positive attitude and willingness to
Perform required responsibilities; amenable to supervision,
demonstrated maturity and ability to problem solve

Job Skills and Knowledge

Demonstrated technical or professional
knowledge; demonstrated possession of experience and training.
to perform new job

Demonstrated Ability

Provided responses that demonstrate ability to
accept new or additional responsibilities.
Shows a commitment to values, standards and
excellence in performance.

TOTAL SCORE

Comments: _____

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS
POST SCREENING FORM

Applicant's Name: _____ Interview Date: _____

Position Applied For Number: _____ Title: _____ Shift: _____ Location: _____ Days Off ___/___

File Review Date: _____

Person Reviewing Personnel File _____
Print Name Signature Date

PERSONNEL RECORD REVIEW

Evaluations and Comments: _____

Letters of Discipline: _____

Reference Checks and Comments: _____

Background checks _____

Selection
Recommendation: _____

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS

APPLICANT PRE-SCREENING FORM

NAME: _____ DATE: _____

CONSIDERATION FOR: _____

RATING 1 2 3 4 5
 Below Average Average Excellent

ATTRIBUTE/EXPERIENCE

SCORE

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The pre-screening form is a required form to evaluate outside applications to assist the supervisor in identifying what attributes and experiences are necessary to evaluate individual applicants. The supervisor shall fill in the above boxes with the required attributes and experiences and score each certified application accordingly. The applicants who are chosen in the pre-screening will be scheduled for further consideration. Those who are not will be sent a letter advising them that they have not been selected.