

Hiring List Guidance for Managers and Supervisors

This document is intended to provide basic guidance in the use of classified hiring lists, including simple terminology, determining which applicants must be offered interviews, and various scenarios designed to show who on a hiring list can be considered for employment. After looking over this tutorial, if you still have questions we would encourage you to contact either your agency HR or the Division of Human Resources at (208) 334-2263 and speak with one of our HR representatives.

What is a hiring list and what are they for?

A hiring list consists of applicants who completed and passed the examination for a vacant classified position. The applicants are ranked on the hiring list in order from highest to lowest score. Hiring lists may also include existing state employees who are interested in transferring to another position (within the same classification) or former state employees who were either laid off or wish to be reinstated (within the same classification). In addition, qualifying veterans receiving veterans' preference points are also identified on the hiring lists.

Hiring lists are used to select candidates for appointments into permanent classified state jobs. In order to fill any permanent classified state job, a hiring supervisor must select a candidate from a hiring list certified by the Division of Human Resources.

Who can I consider to interview and hire?

Applicants whose scores rank among the top twenty-five (25) names on a hiring list or with a score the same as the person in twenty-fifth place, plus layoffs, transfers, and/or reinstatements, may be considered to fill the vacant classified position. Please refer to the hiring list examples later in this tutorial for determining the top twenty-five names.

Are there certain candidates that I must offer an interview to?

Yes. There are two circumstances under which a hiring supervisor is required to offer an applicant a chance to interview for a position. The first involves qualifying disabled veterans; the other involves former employees of other state agencies who were laid off from their permanent classified positions.

A qualifying disabled veteran is defined as any veteran who served in the armed forces, was discharged honorably, and has a current service-connected disability of 30% or greater. Qualifying disabled veterans also include any Purple Heart recipients. State law requires that any qualifying disabled veteran whose name appears among the top ten (10) names on a hiring list (and those tied for tenth place) to be offered a chance to interview for the position. Qualifying disabled veterans will always be identified on a hiring list by two blue diamonds (◆◆) next to their names.

Note: although state law only requires qualifying disabled veterans whose names appear in the top 10 to be offered an interview, DHR encourages hiring supervisors to give additional consideration to all veterans who appear among the top 25 (and those tied for 25th), regardless of status. Non-disabled veterans are also identified on hiring lists with a single blue diamond (◆) next to their names.

DHR Rule also requires that any state employee who is laid off from their permanent classified position be offered a chance to interview with any other agency filling a vacant position in their former classification. Former employees who have been laid off will always appear at the top of a hiring list with the word "layoff" next to their names.

Note: if the former employee was laid off from the agency with the vacant position, that employee must be offered the job before any other candidates can be considered.

Can I ever consider anyone beyond the top twenty-five applicants on the hiring list?

There are certain times when a hiring supervisor may look at applicants beyond the top twenty-five names (or those tied for twenty-fifth). In addition to layoffs, transfers, and reinstatements as mentioned above, there are also times when applicants among the top twenty-five may drop out of the running, or whose names are removed for various causes. When this occurs it can be possible for hiring supervisors to look beyond the top twenty-five applicants (please work with your human resources department or contact the Division of Human Resources for help with this).

Hiring List Examples and Explanations (These examples and explanations are provided to hiring supervisors and managers for guidance purposes only. For specific questions, please consult your agency human resources staff or DHR.)

Example #1 (List with varying scores) – This example shows a hiring list with 28 names on it. Each candidate received a score unique from one another, and therefore each candidate has his or her own ranking. In this example, candidates from #1 (George Shoup) to #25 (Minnie McCoy) can be considered.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
1	Shoup, George	Boise, ID 83720	(208)555-1212		
2	Darnuster, Leona	Meridian, ID 83646	(208)555-1212		
3	Willev, N.B.	Boise, ID 83720	(208)555-1212		
4	McConnell, William	Boise, ID 83720	(208)555-1212		
5	Brown, Louisa	Nampa, ID 83651	(208)555-1212		
6	Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
7	Keppel, Belle	Caldwell, ID 83607	(208)555-1212		
8	Hunt, Frank	Boise, ID 83720	(208)555-1212		
9	Maynard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
10	Morrison, John	Boise, ID 83720	(208)555-1212		
11	Mackey, Grace	Middleton, ID 83644	(208)555-1212		
12	Gooding, Frank	Payette, ID 83661	(208)555-1212		
13	Thomas, Amanda	Boise, ID 83720	(208)555-1212		
14	Brady, James	Kuna, ID 83634	(208)555-1212		
15	Haines, Sarah	Boise, ID 83720	(208)555-1212		
16	Hawley, James	Boise, ID 83720	(208)555-1212		
17	Bullock, Mary	Boise, ID 83720	(208)555-1212		
18	Haines, John	Meridian, ID 83646	(208)555-1212		
19	Symons, Mary	Meridian, ID 83646	(208)555-1212		
20	Alexander, Moses	Nampa, ID 83651	(208)555-1212		
21	Kaestner, Helena	Star, ID 83669	(208)555-1212		
22	Davis, D.W.	Nampa, ID 83651	(208)555-1212		
23	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
24	Moore, Charles	Boise, ID 83720	(208)555-1212		
25	McCoy, Minnie	Caldwell, ID 83607	(208)555-1212		
26	Baldridge, H.C.	Meridian, ID 83646	(208)555-1212		
27	McCreight, Cora	Eagle, ID 83616	(208)555-1212		
28	Ross, Ben	Mtn. Home, ID 83647	(208)555-1212		

*** Example #1**

Example #2 (List with tied scores) – In this example we have 30 candidates on the hiring list. A number of candidates have received identical scores and are tied for their ranking. In this case, counting down 25 names brings you to candidate Amanda Thomas – our 25th place applicant. However, candidates H.C. Baldrige and Cora McCreight have the same ranking as Amanda Thomas, and although their names appear below Amanda’s, they are also considered in the top twenty-five.

Tied scores are indicated on a hiring list by the Order # (Rank). You can tell that Baldrige and McCreight have the same score as Thomas since their Order # (Rank) is the same as Thomas (25th). So in this particular example the hiring manager can consider as many as 27 candidates.

Note: In order to count the top twenty-five, start with the first person with Order #1 next to their name (in this case Louisa Brown) and count down 25 names (in this case down to Amanda Thomas). Then look to see if any candidates have the same Order # as the 25th person (in this case H.C. Baldrige and Cora McCreight) and include them among the top 25.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
1	Brown, Louisa	Boise, ID 83720	(208)555-1212		
1	Darnuster, Leona	Meridian, ID 83646	(208)555-1212		
1	Willey, N.B.	Boise, ID 83720	(208)555-1212		
4	McConnell, William	Boise, ID 83720	(208)555-1212		
4	Shoup, George	Nampa, ID 83651	(208)555-1212		
6	Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
7	Keppel, Belle	Caldwell, ID 83607	(208)555-1212		
8	Hunt, Frank	Boise, ID 83720	(208)555-1212		
8	Maynard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
8	Morrison, John	Boise, ID 83720	(208)555-1212		
8	Mackey, Grace	Middleton, ID 83644	(208)555-1212		
12	Gooding, Frank	Payette, ID 83661	(208)555-1212		
12	McCoy, Minnie	Boise, ID 83720	(208)555-1212		
14	Brady, James	Kuna, ID 83634	(208)555-1212		
14	Haines, Sarah	Boise, ID 83720	(208)555-1212		
14	Hawley, James	Boise, ID 83720	(208)555-1212		
14	Bullock, Mary	Boise, ID 83720	(208)555-1212		
18	Haines, John	Meridian, ID 83646	(208)555-1212		
18	Symons, Mary	Meridian, ID 83646	(208)555-1212		
18	Alexander, Moses	Nampa, ID 83651	(208)555-1212		
21	Kaestner, Helena	Star, ID 83669	(208)555-1212		
22	Davis, D.W.	Nampa, ID 83651	(208)555-1212		
22	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
24	Moore, Charles	Boise, ID 83720	(208)555-1212		
25	Thomas, Amanda	Caldwell, ID 83607	(208)555-1212		
25	Baldrige, H.C.	Meridian, ID 83646	(208)555-1212		
25	McCreight, Cora	Eagle, ID 83616	(208)555-1212		
28	Ross, Ben	Mtn. Home, ID 83647	(208)555-1212		
29	Reavis, Edna	Garden City, ID 83714	(208)555-1212		
30	Clark, Barzilla	Boise, ID 83720	(208)555-1212		

*** Example #2**

Example #3 (List with transfers and/or reinstatements) – This example includes candidates interested in a transfer from their existing job or reinstatement into a previously held classification. Candidates who are eligible for transfer or reinstatement have already successfully been through the competitive process and can be considered for certain classified jobs without having to do so again. Hiring managers may consider transfers and reinstatements in addition to those who qualify in the top twenty-five.

In this example we have a hiring list with a total of 36 names. Counting down 25 names again brings us to Mary Symons. Candidate John Morrison is also tied for 25th place with Mary Symons, and thus may also be considered for the vacant position (see Example #2 for hiring list with tied scores). You will notice that there are three additional people on this hiring list marked as either a transfer or reinstatement. They too can be considered along with the others, and thus in this example a total of 29 people can be considered for the position. Note: people eligible for transfer or reinstatement will always show up at the bottom of the hiring list and in random order.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
1	Shoup, George	Boise, ID 83720	(208)555-1212		
1	Darnuster, Leona	Meridian, ID 83646	(208)555-1212		
3	Willey, N.B.	Boise, ID 83720	(208)555-1212		
4	McConnell, William	Boise, ID 83720	(208)555-1212		
5	Brown, Louisa	Nampa, ID 83651	(208)555-1212		
5	Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
5	Keppel, Belle	Caldwell, ID 83607	(208)555-1212		
5	Hunt, Frank	Boise, ID 83720	(208)555-1212		
5	Maynard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
10	Baldridge, H.C.	Boise, ID 83720	(208)555-1212		
10	Mackey, Grace	Middleton, ID 83644	(208)555-1212		
12	Gooding, Frank	Payette, ID 83661	(208)555-1212		
13	Thomas, Amanda	Boise, ID 83720	(208)555-1212		
13	Brady, James	Kuna, ID 83634	(208)555-1212		
13	Haines, Sarah	Boise, ID 83720	(208)555-1212		
16	Hawley, James	Boise, ID 83720	(208)555-1212		
17	Bullock, Mary	Boise, ID 83720	(208)555-1212		
18	Haines, John	Meridian, ID 83646	(208)555-1212		
19	McCoy, Minnie	Meridian, ID 83646	(208)555-1212		
19	Alexander, Moses	Nampa, ID 83651	(208)555-1212		
19	Kaestner, Helena	Star, ID 83669	(208)555-1212		
22	Davis, D.W.	Nampa, ID 83651	(208)555-1212		
23	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
23	Moore, Charles	Boise, ID 83720	(208)555-1212		
25	Symons, Mary	Caldwell, ID 83607	(208)555-1212		
25	Morrison, John	Meridian, ID 83646	(208)555-1212		
27	McCreight, Cora	Eagle, ID 83616	(208)555-1212		
28	Ross, Ben	Mtn. Home, ID 83647	(208)555-1212		
29	Reavis, Edna	Garden City, ID 83714	(208)555-1212		
30	Clark, Barzilla	Boise, ID 83720	(208)555-1212		
31	Peck, Ethel	Nampa, ID 83651	(208)555-1212		
32	Bottolfsen, C.A.	Boise, ID 83720	(208)555-1212		
33	Hanna, Elizabeth	Weiser, ID 83672	(208)555-1212		
Reinstatement	Clark, Chase	Meridian, ID 83646	(208)555-1212		
Transfer	Burnett, Jean	Boise, ID 83720	(208)555-1212		
Reinstatement	Gossett, Charles	Nampa, ID 83651	(208)555-1212		

*** Example #3**

Example #4 (List with veterans and disabled veterans) – This example provides guidance for a hiring list with both veterans and disabled veterans. Qualifying veterans appear with one blue diamond (◆) next to their name, and qualifying disabled veterans have two blue diamonds (◆◆) next to theirs. As with any other hiring list we start by counting down the names to determine who falls within the top 25. In this case we see that Frank Gooding is the 25th name, but we also see that Ben Ross is tied for 25th. Therefore this hiring list consists of 26 candidates who can be considered for the position.

State law requires that any qualifying disabled veteran whose name appears among the top ten (10) names on a hiring list (and those tied for tenth place) be offered a chance to interview for the position. In our example below we see a number of candidates identified as either veterans or disabled veterans. However, only two are required to be offered the chance to interview for the position – Frank Steunenberg and Grace Mackey, since they’re the only qualifying disabled veterans whose names appear among the top ten.

Note: in Grace Mackey’s case, although her name is actually the 11th name on the hiring list, since her Order # is the same as the 10th place applicant (John Morrison), she is considered among the top 10 and therefore should be offered a chance to interview for the position.

No one else on this hiring list is required to be interviewed. Although there are two other veterans who are in the top 10 (Frank Hunt and George Shoup), neither of these applicants are qualifying disabled veterans and therefore it is not required that either of them be offered an interview. And although John Haines is a qualifying disabled veteran and he’s in the top 25, because his name is not among the top ten it is not required to offer him an interview.

Note: although state law only requires qualifying disabled veterans whose names appear in the top 10 to be offered an interview, DHR encourages hiring supervisors to give additional consideration to all veterans who appear among the top 25 (and those tied for 25th), regardless of status.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
1	◆ Hunt, Frank	Boise, ID 83720	(208)555-1212		
2	Darnuster, Leona	Meridian, ID 83646	(208)555-1212		
2	Willey, N.B.	Boise, ID 83720	(208)555-1212		
2	McConnell, William	Boise, ID 83720	(208)555-1212		
2	Brown, Louisa	Nampa, ID 83651	(208)555-1212		
6	◆◆ Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
7	Keppel, Belle	Caldwell, ID 83607	(208)555-1212		
7	◆ Shoup, George	Boise, ID 83720	(208)555-1212		
9	Mavnard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
9	Morrison, John	Boise, ID 83720	(208)555-1212		
9	◆◆ Mackey, Grace	Middleton, ID 83644	(208)555-1212		
12	McCoy, Minnie	Payette, ID 83661	(208)555-1212		
13	Thomas, Amanda	Boise, ID 83720	(208)555-1212		
14	Brady, James	Kuna, ID 83634	(208)555-1212		
15	◆ Haines, Sarah	Boise, ID 83720	(208)555-1212		
15	Hawley, James	Boise, ID 83720	(208)555-1212		
15	Bullock, Mary	Boise, ID 83720	(208)555-1212		
18	◆◆ Haines, John	Meridian, ID 83646	(208)555-1212		
19	Symons, Mary	Meridian, ID 83646	(208)555-1212		
19	Alexander, Moses	Nampa, ID 83651	(208)555-1212		
19	Kaestner, Helena	Star, ID 83669	(208)555-1212		
19	Davis, D.W.	Nampa, ID 83651	(208)555-1212		
23	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
24	Moore, Charles	Boise, ID 83720	(208)555-1212		
24	Gooding, Frank	Caldwell, ID 83607	(208)555-1212		
24	◆ Ross, Ben	Meridian, ID 83646	(208)555-1212		
27	McCreight, Cora	Eagle, ID 83616	(208)555-1212		
28	Baldrige, H.C.	Mtn. Home, ID 83647	(208)555-1212		
29	◆◆ Reavis, Edna	Garden City, ID 83714	(208)555-1212		
30	Clark, Barzilla	Boise, ID 83720	(208)555-1212		

*** Example #4**

Example #5 (List with laid off employees) – This hiring list has candidates who were laid off from their previous permanent classified state jobs. Since any laid off candidates appearing on a hiring list have already held permanent status in the classification for which the hiring list was created, these people do not need to go through the normal competitive process again. They can therefore be considered for the position **in addition to** the top 25 names on a hiring list.

All candidates showing as a layoff will appear at the top of the hiring list, and will have the word “layoff” next to their name instead of an Order #. Since layoffs aren’t counted toward the top 25 names on a hiring list, to determine the top 25 you start counting from the first person on the hiring list with Order #1. In the example below, we thus start counting at N.B. Willey, who appears below two candidates who have been laid off. Counting down from there the 25th person on the list is Moses Alexander. Since no one below Moses has the same Order # he does, he represents the last of the top 25. This hiring list therefore consists of 27 names (25 regular candidates plus 2 layoffs).

DHR Rule requires that any state employee who is laid off from their permanent classified position be offered a chance to interview with any other agency filling a vacant position in their former classification. Thus the two candidates who are showing as layoffs (Belle Keppel and Leona Darnuster) must each be offered the chance to interview for this position.

Note: if either of the laid off employees was laid off from the agency with the vacant position, that employee must be offered the job before any other candidates can be considered.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
Layoff	Keppel, Belle	Boise, ID 83720	(208)555-1212		
Layoff	Darnuster, Leona	Meridian, ID 83646	(208)555-1212		
1	Willey, N.B.	Boise, ID 83720	(208)555-1212		
1	McConnell, William	Boise, ID 83720	(208)555-1212		
3	Brown, Louisa	Nampa, ID 83651	(208)555-1212		
3	Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
3	Shoup, George	Caldwell, ID 83607	(208)555-1212		
6	Hunt, Frank	Boise, ID 83720	(208)555-1212		
7	Maynard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
7	Morrison, John	Boise, ID 83720	(208)555-1212		
9	Mackey, Grace	Middleton, ID 83644	(208)555-1212		
10	Gooding, Frank	Payette, ID 83661	(208)555-1212		
10	Thomas, Amanda	Boise, ID 83720	(208)555-1212		
12	Brady, James	Kuna, ID 83634	(208)555-1212		
13	Haines, Sarah	Boise, ID 83720	(208)555-1212		
13	McCoy, Minnie	Boise, ID 83720	(208)555-1212		
13	Bullock, Mary	Boise, ID 83720	(208)555-1212		
13	Haines, John	Meridian, ID 83646	(208)555-1212		
13	Symons, Mary	Meridian, ID 83646	(208)555-1212		
18	McCreight, Cora	Nampa, ID 83651	(208)555-1212		
18	Kaestner, Helena	Star, ID 83669	(208)555-1212		
20	Davis, D.W.	Nampa, ID 83651	(208)555-1212		
21	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
21	Moore, Charles	Boise, ID 83720	(208)555-1212		
23	Hawley, James	Caldwell, ID 83607	(208)555-1212		
24	Peck, Ethel	Meridian, ID 83646	(208)555-1212		
24	Alexander, Moses	Eagle, ID 83616	(208)555-1212		
26	Ross, Ben	Mtn. Home, ID 83647	(208)555-1212		
26	Reavis, Edna	Garden City, ID 83714	(208)555-1212		
28	Clark, Barzilla	Boise, ID 83720	(208)555-1212		
28	Baldrige, H.C.	Nampa, ID 83651	(208)555-1212		

*** Example #5**

Example #6 (List with tied scores, veterans, transfers, reinstatements, and laid off employees) – This hiring list brings all possible scenarios into one comprehensive hiring list. In the example below we have a list of 36 candidates. There is one layoff (Elizabeth Hanna) at the top of the list, and therefore to determine the top 25 you start counting just below her name with Charles Moore. The 25th name on our list is Ethel Peck, but there are two candidates below her (Cora McCreight and Ben Ross) with the same score, and therefore both of them can be considered as well. At the very bottom of this hiring list there are two transfers and one reinstatement. Thus there are a total of 31 candidates who can be considered for this position.

There are three candidates on this hiring list who must be offered a chance to interview for the position. One is the layoff (Elizabeth Hanna) at the top of the hiring list, the other two are qualifying disabled veterans (D.W. Davis and Ruth Maynard), both of whose names appear among the top 10 on the hiring list.

Note: if Elizabeth Hanna was laid off from the agency that has the vacant position, then she would need to be offered the position outright before any other applicant could be considered.

ORDER # (RANK)	NAME	ADDRESS	PHONE	INTERVIEW DATE	DISPOSITION
Layoff	Hanna, Elizabeth	Boise, ID 83720	(208)555-1212		
1	Moore, Charles	Meridian, ID 83646	(208)555-1212		
1	Willey, N.B.	Boise, ID 83720	(208)555-1212		
3	◆ McConnell, William	Boise, ID 83720	(208)555-1212		
3	◆◆ Davis, D.W.	Nampa, ID 83651	(208)555-1212		
5	Steunenberg, Frank	Meridian, ID 83646	(208)555-1212		
5	Keppel, Belle	Caldwell, ID 83607	(208)555-1212		
5	Hunt, Frank	Boise, ID 83720	(208)555-1212		
8	◆◆ Maynard, Ruth	Mtn. Home, ID 83647	(208)555-1212		
9	Morrison, John	Boise, ID 83720	(208)555-1212		
9	Mackey, Grace	Middleton, ID 83644	(208)555-1212		
9	Gooding, Frank	Payette, ID 83661	(208)555-1212		
9	Thomas, Amanda	Boise, ID 83720	(208)555-1212		
13	◆◆ Burnett, Jean	Kuna, ID 83634	(208)555-1212		
14	Haines, Sarah	Boise, ID 83720	(208)555-1212		
15	◆ Gossett, Charles	Boise, ID 83720	(208)555-1212		
16	Clark, Chase	Boise, ID 83720	(208)555-1212		
16	Haines, John	Meridian, ID 83646	(208)555-1212		
16	Symons, Mary	Meridian, ID 83646	(208)555-1212		
19	Alexander, Moses	Nampa, ID 83651	(208)555-1212		
20	Kaestner, Helena	Star, ID 83669	(208)555-1212		
20	Brown, Louisa	Nampa, ID 83651	(208)555-1212		
20	Gilliland, Florence	Boise, ID 83720	(208)555-1212		
20	Darnuster, Leona	Boise, ID 83720	(208)555-1212		
24	Baldrige, H.C.	Caldwell, ID 83607	(208)555-1212		
24	Peck, Ethel	Meridian, ID 83646	(208)555-1212		
24	McCreight, Cora	Eagle, ID 83616	(208)555-1212		
24	◆ Ross, Ben	Mtn. Home, ID 83647	(208)555-1212		
28	Reavis, Edna	Garden City, ID 83714	(208)555-1212		
28	◆◆ Clark, Barzilla	Boise, ID 83720	(208)555-1212		
30	McCoy, Minnie	Nampa, ID 83651	(208)555-1212		
30	◆ Bottofsen, C.A.	Boise, ID 83720	(208)555-1212		
30	Shoup, George	Weiser, ID 83672	(208)555-1212		
Transfer	Bullock, Mary	Meridian, ID 83646	(208)555-1212		
Transfer	Brady, James	Boise, ID 83720	(208)555-1212		
Reinstatement	Hawley, James	Nampa, ID 83651	(208)555-1212		

*** Example #6**