

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

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Human Resource Department Interpretation

Marianne J. Close, Compensation and Employment Director - HRD

RE: Interpretation for disqualifying an applicant after interviews are completed.

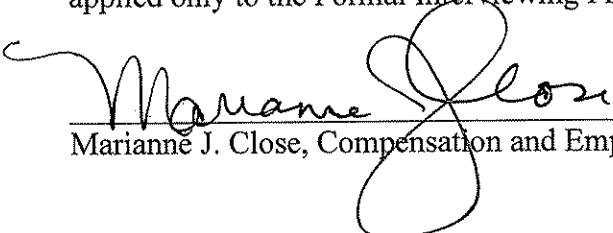
Personnel Policies and Procedures, Section III, B. 2. g:

g. Candidate Interviews

- 1) An Interview Committee will be convened and will consist of the members of the Screening Committee except that the HRD Manager will be replaced with a second member of the Personnel Commission. The Interview Committee will:
 - a) Construct an interview format consisting of:
 - i. A set of questions related to the screening criteria qualifications;
 - ii. An interview rating scale designed to objectively evaluate each candidate's qualifications.
 - b) Interview candidates and evaluate each individually.
- 2) The HRD Manager (or designate) will total the evaluation rating scale to rank order the candidates.

It has been the past practice for the Interviewing Committee to deem an applicant qualified or not qualified based upon their role as a Screening Committee member and Interviewing Committee members. Supervisors, who deem an applicant is not qualified for a position, after the interviews have been completed, must contact their HR Representative to re-convene the Interviewing Committee. The Interviewing Committee will discuss the supervisor's justification for disqualifying an applicant and must agree, by majority rule, on the disqualification of the applicant and sign a statement for this decision.

HR's responsibility is to contact the applicant with the Interviewing Committee's decision. This interpretation applied only to the Formal Interviewing Process and does not apply to the Transfer/Promotion Policy.


Marianne J. Close, Compensation and Employment Director - HRD

4-13-2011
Date