

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

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Interpretation on Screening and Interviews

October 22, 2012

Listed below are the many variables of who participates in the Screening and Interviews processes for different departments within the Oneida Tribe based upon Memorandum of Understandings, Grants accepted, the Police Ordinance, Boards, Committees and Commission and also multiple supervisors due to 24 hour operations.

Positions for the School include:

Screening and Interviews of All Applicants: Three (3) Tribal School Board members and one (1) Tribal School Administrator, one (1) Personnel Commission member and HR Representative (EEO Officer) per Oneida Tribal School Memorandum of Agreement approved by GTC on January 8, 1983.

Screening and Interviews for Transfers and Promotions: Immediate Supervisor, Area Manager and HR Representative required to screen and interview transfers and promotions only.

Positions for Head Start include:

Screening of All Applicants: One (1) Head Start Parent Policy Member, one (1) Personnel Commission Member, immediate supervisor, area manager at his/her own option and one (1) HR Representative

Interview for All Applicants: One (1) Head Start Parent Policy Member, two (2) Personnel Commission Members, the immediate supervisor and area manager (if they participated in the screening) and one (1) Human Resources Representative serving as the Interviewing Officer.

Screening and Interviews for Transfers and Promotions: One (1) Head Start Parent Policy Member, immediate supervisor, Area Manager and HR Representative.

Positions for Oneida Police Department (only for sworn positions ex. Officers) include:

No Personnel Commission Members are required per Oneida Nation Law Enforcement Ordinance adopted by the Business Committee Resolution 10-10-01-C. Hiring Procedures for Police officers was approved by the Oneida Police Commission on May 3, 2005.

Positions for Oneida Police Department (for all non-sworn positions) include:

Screening of All Applicants: One (1) Personnel Commission Member, immediate supervisor, area manager at his/her own option and one (1) HR Representative

Interview for All Applicants: Two (2) Personnel Commission Members, the immediate supervisor and area manager (if they participated in the screening) and one (1) Human Resources Representative serving as the Interviewing Officer.

Screening and Interviews for Transfers and Promotions: Immediate supervisor, Area Manager and HR Representative.

Positions that report to a Committee, Commission or Board will consist of the following:

Screening of All Applicants: One member or multiple members or the entire board, committee or commission members, area manager at his/her own option, one (1) Personnel Commission Member and one (1) HR Representative.

Interview for All Applicants: One member or multiple member or the entire board, committee or commission members, two (2) Personnel Commission Members, the immediate supervisor and the area manager (if they participated in the screening) and one (1) Human Resources Representative serving as the Interviewing Officer.

Screening and Interviews for Transfers and Promotions: One member or multiple members or the entire board, committee or commission members, the Supervisor, and HR Representative.

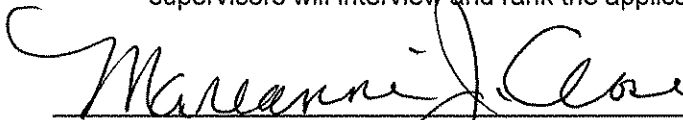
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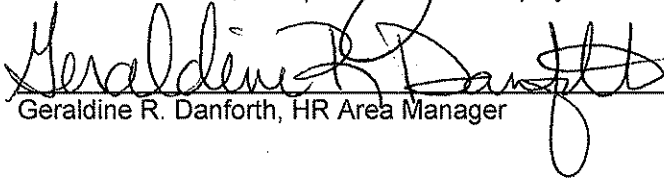
Please note the following:

- Area Manager is defined as the Supervisor's Supervisor,
- If Area Manager participates in the pre-screening they must participate in the interviews,
- If the position to be hired has multiple supervisors because of 24 hour operations, multiple supervisors may participate in the interviews,
- Some positions require areas of technical expertise, therefore, someone from the department may be called in to participate as a subject matter expert, but would not be able to rank the applicants.
- All members of the Interviewing Committee, to include Board, Committee, Commission Members and multiple supervisors will interview and rank the applicants



Marianne J. Close, Compensation and Employment Director

10 - 22 - 2012
Date



Geraldine R. Danforth, HR Area Manager

10/22/12
Date