



# Illinois Department of Corrections

## Administrative Directive

Number:  
**03.02.106**

Title:  
**Filling Vacancies**

Effective:  
**9/1/2022**

**Authorized by:**

*[Original Authorized Copy on File]*

**Rob Jeffreys**  
Director

**Supersedes:**

03.02.106 effective 9/1/2013 and amended 10/1/2020

**Authority:**  
730 ILCS 5/3-2-2  
Admin. Order No. 2 (2009)

**Related ACA Standards:**  
05-ACI-1C-01-13

**Referenced Policies:**  
01.02.107, 03.02.100, 03.02.105, 03.02.109, 03.02.305

**Referenced Forms:**  
DOC 0031 – Applicant Information Sheet  
DOC 0035 – Employment Release and Consent  
DOC 0038 – Summary of Background Investigation  
DOC 0039 – Administrative Review  
DOC 0100 – Employment Bid Record  
DOC 0450 – Prison Rape Elimination Act  
Pre-Employment Self Report  
CMS 100 – Examining/Employment Application  
CMS 100B – Promotional Employment Application  
CMS 104 – Position Description  
IRS Form 8821 – Tax Information Authorization  
Form 180 – Request Pertaining to Military Record

### **I. POLICY**

The Department shall make employment decisions in accordance with applicable State and federal statutes and rules and collective bargaining agreements.

### **II. PROCEDURE**

#### **A. Purpose**

The purpose of this directive is to establish written instructions to staff regarding interviewing and selection of staff.

#### **B. Applicability**

This directive is applicable to employment decisions within the Department.

#### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### **D. Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### **E. Definitions**

Chief Administrator – for purposes of this directive, the Director, Assistant Director, Deputy Director, Chief, Deputy Chief or Chief Administrative Officer.

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Close associate – any person other than a relative with whom the individual is currently residing or has previously resided or with whom the individual has or has had a close personal relationship.

Employment decisions – initial hires, promotions, transfers, voluntary reductions and recalls.

Essential functions – job tasks that are fundamental and not marginal.

Exempt positions – those positions determined through the Department of Central Management Services (CMS) to be exempt from the interview and selection process outlined in Paragraph II.J.

Interviewing Officers – persons who are certified to conduct interviews and authorized by the Department to interview and make recommendations regarding employment decisions.

Relative – spouse, civil union partner, parent, sibling, child, grandchild, grandparent, aunt, uncle, niece, nephew and cousin, including first line blood, step, half, foster or in-law relations.

Code-covered positions – employment positions subject to hiring practices that are based on impartial selection criteria and are not based on a system of patronage.

Screening – includes, among other matters, review of applications, employment history, interviews and background investigations.

**F. General Provisions**

1. The approval of the Chief Financial Officer (CFO) shall be obtained prior to posting vacancies or interviewing applicants, except for interviews conducted through the Central Screening Unit in accordance with Administrative Directive 03.02.105 and 03.02.305.
2. Employment decisions, except for exempt positions, shall be based on impartial selection criteria and shall not be decided on the basis of party affiliation or support. This does not preclude existing procedures for Veteran's preference, bargaining units or Affirmative Action.
3. Employment decisions shall be subject to administrative approval in accordance with Administrative Directive 03.02.100 and shall be documented.
4. Interviewing Officers shall receive specialized training and certification through Central Management Services (CMS) in regard to interview and selection requirements and guidelines, and in accordance with the provisions of this directive. Interviewing Officers shall complete a refresher course and be recertified at least every year.
5. Interviews shall be conducted by at least two persons who are certified and authorized to be Interview Officers. Members of an interview panel must remain consistent throughout the course of the interview process for a position.
6. Preference shall be given to Illinois residents. Approval of the Director of CMS is required prior to hiring a non-resident.
7. Any person responsible for making employment decisions shall disqualify him or herself from any decision making where any of the applicants considered are the individual's relatives or close associates.
8. External procedures and forms mentioned in this directive are subject to change without notice. Any such changes shall be communicated by the Central Office Interview & Selection Manager or Contractual Rights Unit Hiring Manager and should be implemented immediately.

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**G. Requests to Fill Vacancies**

1. To request to fill a vacancy, the Chief Administrator shall ensure a Position Description, CMS-104, reflects current duties, responsibilities and requirements of the position. If it does not, it shall be submitted to Central Office Human Resources Unit for review.
2. The request shall be reviewed and approved by the respective Deputy Director and CFO. The Central Office Human Resources Unit shall be notified of the approval.
3. Central Office Human Resources shall retain the approved request and give notice of the approval to the Chief Administrator.
4. Upon approval to fill a vacancy, the Central Office Human Resource Unit shall ensure:
  - a. Interview questions and ideal responses have been developed and placed on the CMS Interview.
  - b. Interviewers have been identified.
  - c. Subject Matter Expert (SME) has been identified, if applicable.

**NOTE:** Interview questions previously approved for the position being filled may be used provided they accurately reflect the current position description, major responsibilities and job specifications. A review of this material by the Central Office Human Resources Unit shall be required.

5. Upon receipt of the notice of approval and completion of the requirements in Paragraph II.G.4., the Chief Administrator shall ensure the position is posted. The posting shall include essential functions of the position. Code-covered positions shall be posted to the Work for Illinois site.

**H. Application Requirements**

1. An applicant must:
  - a. Be at least 18 years of age.
  - b. Be a United States citizen or national or a registered alien who is authorized to work in the United States.
  - c. Meet the educational or experience requirements of the position for which applying.
  - d. Consent to submit to a drug test prior to hire.
  - e. Be registered with the Federal Selective Service, if applicable. (Males between the ages of 18 and 26 who are U.S. citizens must register.)
  - f. Provide proof of identity and employment eligibility upon request.
  - g. For any position that may require the prospective employee to possess, receive or transfer a weapon or ammunition, the applicant must never have been dishonorably discharged from the Armed Forces of the United States or convicted by any court of any crime punishable by imprisonment for a term exceeding one year or convicted of a misdemeanor crime of domestic violence. A misdemeanor crime of domestic violence is one that has, as an element, the use or attempted use of physical force or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian, or by

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a person similarly situated to a spouse, parent or guardian of the victim. This definition is intended to encompass any domestic violence crime as defined under the Federal Gun Control Act and it includes all offenses that involve the use or attempted use of physical force if the offense is committed by one of the defined parties, regardless of whether or not the offense is labeled "domestic violence."

2. Applicants for positions covered under collective bargaining agreements shall:
  - a. Submit an Examining/Employment Application, CMS 100, to the agency contact; and
  - b. For current State employees, submit a CMS Official Position Vacancy Bid Form to the agency contact; and if applicable the CMS Transfer Request Form
  - c. For promotional positions, also submit a Promotional Employment Application, CMS-100B, to the agency contact.
3. Applicants for positions that are merit compensation shall apply online via Success Factors.

**I. Selection Requirements**

1. Applicants for positions covered under collective bargaining agreements shall be selected in accordance with the appropriate collective bargaining agreements. Whenever the collective bargaining process articulated in the appropriate contract has been exhausted, applicants shall be interviewed and selected in accordance with Paragraph II.J.
2. Interviewing and selection of applicants for exempt positions shall be conducted as determined necessary by the Chief Administrator. Appointments to exempt positions are subject to approval of the Governor's Office of Personnel.
3. Correctional Officer Trainees shall be screened and selected in accordance with Administrative Directive 03.02.105.
4. Correctional Treatment Officer Trainees shall be screened and selected in accordance with Administrative Directive 03.02.305.
5. Code-covered positions shall have applicants selected in accordance with Paragraph II.J.
6. Upon selection of an applicant for hire, the Chief Administrator shall ensure:
  - a. The applicant's identity and employment eligibility are verified.
  - b. The following applicable documentation is obtained for all new hires. Documentation for applicants who are current Department employees shall be updated as needed.
    - (1) A completed Applicant Information Sheet, DOC 0031;
    - (2) An Employment Release and Consent, DOC 0035;
    - (3) A completed Prison Rape Elimination Act Pre-Employment Self Report, DOC 0450;
    - (4) A Tax Information Authorization, IRS Form 8821, authorizing release of employment and employer information from 1040's and W-2's for the specific years of past employment; and
    - (5) A Request Pertaining to Military Record, standard Form 180, if the applicant has military experience.

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- c. Where applicable, the applicant is advised that as a condition of employment or continued employment, he or she must never have been convicted of domestic violence as defined in Paragraph II.H.1.g.
  - d. Where applicable, the applicant is advised that as a condition of employment, arrangements must be made prior to the end of his or her probationary period for repayment of any State educational loan for which the applicant is in default.
7. A background investigation of applicants recommended for hire shall be conducted in accordance with Administrative Directive 01.02.107.
  8. Where required by Administrative Directive 03.02.109, a medical examination shall be conducted after a conditional offer of employment has been made.

**J. Interview and Selection Process for Positions Filled Under Interview Guidelines**

1. Upon completion of the posting period, the assigned administrative staff shall:
  - a. Record all bids on the Employment Bid Record, DOC 0100; and
  - b. Schedule interviews.
2. To the extent practicable, all reachable applicants shall be interviewed. Where it is not practical to interview all applicants, there shall be a written record identifying and justifying the alternative method of selection.
3. Prior to the day of the interviews, the Interviewing Officers shall receive:
  - a. Interview schedule and Conflict of Interest Form;
  - b. Position Description, CMS-104 (for candidates to review);
  - c. Interview questionnaire; and
  - d. Candidates' employment applications.
4. Upon conclusion of each interview, the Interviewing Officers shall:
  - a. Score each candidate on the questionnaire based upon his or her responses;
  - b. Complete the CMS Interview Tool; and
  - c. Submit all interview documents to the Central Office Human Resources Unit immediately following the last scheduled interview.
5. Employment recommendations shall be reviewed and approved by the Central Office Interview & Selection Manager.

**K. Filing Requirements - All Positions**

When employment decisions are made, documentation shall be filed as follows.

1. Fingerprint cards of applicants hired shall be filed at the Bureau of Identification Office, if applicable; at the Training Academy for Central Office staff or at an office designated by the Chief Administrator. Fingerprint cards of applicants hired shall also be maintained in the Hostage File.

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2. The CMS 100 of any applicant hired shall be filed in the employee's personnel file, if applicable. A copy of the CMS 100 shall also be filed with other interview documentation in the Interview file, if applicable, in accordance with Paragraph II.K.5.
  3. Material relating to Correctional Officer Trainees shall be filed in accordance with Administrative Directive 03.02.105.
  4. Material relating to Correctional Treatment Officer Trainees shall be filed in accordance with Administrative Directive 03.02.305.
  5. Information gathered during the screening process for background investigations, such as the Applicant Information Sheet, DOC 0031, Summary of Background Investigation, DOC 0038, Administrative Review, DOC 0039, Prison Rape Elimination Act Pre-Employment Self Report, DOC 0450, and reference checks shall be filed in the Background Investigation Unit.
  6. Interview documentation for employment decisions regarding positions filled under Interview guidelines, except for confidential medical records, shall be maintained on file in the Central Office Human Resources Unit in a Interview file. Each file shall be labeled with the position number, title and date of the employment decision and shall be filed in chronological order by date of hire. The contents of each file shall be filed alphabetically by applicant's name. Each file shall include copies of the following:
    - a. The Position Description, CMS-104;
    - b. Class specifications;
    - c. The job posting with bid record;
    - d. A copy of the eligibility list used, if applicable;
    - e. CMS 100s received for all applicants interviewed;
    - f. Completed interview questionnaires for all applicants interviewed;
    - g. Completed the CMS Interview Tool, for each applicant interviewed; and
    - h. Regret letters to non-selected candidates.

**NOTE:** For positions that are filled via the online hiring process, all documents are maintained in Succss Factors.
  7. Employment decision files shall be maintained by Central Office Human Resources in accordance with the approved record retention schedule.
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