



Illinois Department of Corrections

Administrative Directive

Number: 03.05.101	Title: Recruitment Program	Effective: 12/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.05.101 effective 10/1/2019

Authority: 730 ILCS 5/3-2-2 Executive Order No. 15 (1999), eff. 10/6/1999	Related ACA Standards: 5-ACI-1A-15 5-ACI-1C-01, 03, 06 – 11, 18, 19 5-ACI-1D-01 and 11 5-ACI-1F-01 and 02
Referenced Policies:	Referenced Forms: DOC 0542 – Recruitment Event Attendance DOC 0553 – Nursing Recruitment Event Attendance

I. POLICY

The Department shall establish and maintain a recruitment program to attract qualified and diversified applicants for employment.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibility of staff for compliance with the Department recruitment program.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services 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. General Provisions

1. The Agency Recruitment Coordinator shall develop an agency recruitment plan and oversee agency recruitment efforts. The recruitment plan shall be subject to the review and approval of the Director.
2. Other divisions or offices shall engage in recruitment efforts as needed to attain a qualified and diversified workforce.
3. The Agency Recruitment Coordinator shall have a written recruitment plan for security and non-security personnel.
 - a. The plan shall include strategy for recruiting:

	Illinois Department of Corrections Administrative Directive	Page 2 of 3
Number: 03.05.101	Title: Recruitment Program	Effective: 12/1/2020

- (1) Minorities, including females and persons with disabilities;
 - (2) Those employed outside the Department who are seeking a career change; and
 - (3) The unemployed, including those seeking employment for the first time.
 - b. The written plan shall include provisions for use of:
 - (1) Personal contact with colleges, universities and community organizations;
 - (2) Public and private job services; and
 - (3) Specialized resources.
 - c. The written plan may include provisions for media resources including, but not limited to, radio, television, newspaper and social media. Use of media resources for advertisement other than public service announcements must be approved through the Public Information Officer.
4. Each Deputy Director shall designate at least two individuals per facility to assist with local recruitment activities.
 - a. Each Chief Administrative Officer shall submit the names of designated recruiters as a recommendation to the respective Deputy Director.
 - b. Once approved by the respective Deputy Director, the names of designated recruiters shall be submitted to the Agency Recruitment Coordinator.
 5. The Agency Recruitment Coordinator shall provide informational recruitment material to recruiters and shall schedule recruitment training on a quarterly basis, as needed, as approved by the Manager of Staff Development and Training.
 6. In order to identify and recruit qualified and diversified candidates, agency recruiters shall:
 - a. Develop a rapport with representatives from colleges, universities and local community-based organizations;
 - b. Participate in job fairs, career days, speaking engagements, meetings with community organizations, presentations and workshops;
 - c. Provide recruitment materials to individuals, groups and organizations who can identify or refer prospective candidates;
 - d. Identify media resources;
 - e. Submit most common vacancies to online community job boards, including college and university career services job boards; and
 - f. Advise the Agency Recruitment Coordinator of job fairs or other recruitment opportunities in their areas.
 7. The Agency Recruitment Coordinator shall coordinate agency involvement with job fairs or informational sessions, including:
 - a. Determining the date, time and location of recruitment events; the number of people expected to attend; the media cost, if any, and the total cost; the facilities expected to

	Illinois Department of Corrections Administrative Directive	Page 3 of 3
Number: 03.05.101	Title: Recruitment Program	Effective: 12/1/2020

benefit from the event; the equipment or displays to be used; and the number of recruiters needed for the recruitment effort.

- b. Obtaining appropriate approval for any media services.
 - c. Designating agency recruiters to attend, subject to approval through the recruiter's chain-of-command.
 - d. Notifying the Office of Central Screening of approved informational sessions that affect central screening activities. The Recruitment Event Attendance, DOC 0542, shall be forwarded to the Office of Central Screening to invite interested applicants to future screenings.
8. In order to document and monitor agency recruitment efforts, each designated recruiter shall scan the DOC 0542 or the Nursing Recruitment Event Attendance, DOC 0553, to the Agency Recruitment Coordinator within five business days of the respective event.
9. The Agency Recruitment Coordinator shall provide a monthly report of the agency's recruitment activity to the Director, Chief of Staff, Administrator of the Office of Affirmative Action and the Racial Disparity Committee. This report shall be:
- a. Created by compiling data from each DOC 0542 and DOC 0553 completed at recruitment events attended during the previous month; and
 - b. Submitted for review by the tenth day of the month following the reporting period.
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