

SELECTION PLAN – CHIEF ADMINISTRATOR RECOMMENDED PROCESS

VACANCY ANNOUNCEMENT:

The vacancy announcement has been listed on the Montana State online employment system, the Montana State Bar Association web site, the National Association of Criminal Defense Lawyers web site, the National Legal Aid and Defender Association website, and the American Civil Liberties Union network.

The selection process will be managed through the Montana State online employment system.

Interview questions will be developed by the State Human Resources (HR) Division staff and forwarded to participating Commission members for review and final approval.

SELECTION PLAN:

The selection process will progress as follows:

1. **Initial screening of applicants** – completed by the selection committee members with assistance from State HR Division staff.
 - a. This should be completed the day after the position closes. Selection committee members will screen applicants as they apply.
 - b. Selection committee members will recommend 3 finalists from the applicant pool.
2. **Full Commission Interview** – Successful final applicants interview with the full Commission.
 - a. Interviews are tentatively scheduled for June ?.
 - b. Interviews typically last about 90 minutes but we will schedule two hours per interview.
 - c. Commission members will rotate asking pre-determined questions.
 - d. Commission members will have the opportunity to ask follow-up questions. Follow-up questions must be related to the position and its requirements.
3. **Reference and Background Checks** – State HR Division staff will coordinate the completion of the background checks on finalists and will forward the results to the full Commission for consideration.
 - a. This will be completed prior to the Full Commission Interviews.