

**STATE OF MARYLAND  
JUDICIARY**

**Policy on Recruitment, Examination and Selection**

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**I. PURPOSE**

To establish a uniform policy to promote fair and consistent application of recruitment, examination and selection practices for filling vacant positions in the Maryland Judiciary; to ensure compliance with all applicable federal and state laws as they pertain to recruitment, examination and selection; and to establish a standard of equal opportunity in all recruitment, examination and selection practices. To attract and select the most qualified candidate in a timely manner, to ensure that examination methods are job related and valid, to ensure selection methodologies are job related, and that positions are filled competitively.

**II. DEFINITIONS**

**A. Administrative Official**

1. The Clerk of Court for the Court in which the employee works;
2. The Administrative Clerk of the District Court for the District in which the employee works;
3. The Director of the respective department or office within the Courts of Appeal, the Administrative Office of the Courts, the District Court Headquarters, or the Court-Related Agency in which the employee works.

**B. Closing Date** – last date to submit resumes/applications.

**C. Employment Status** - Each employee of the Maryland Judiciary occupies a position, which is designated as regular, contractual, or temporary, and is assigned a Position Identification Number (PIN). An employee's seniority is determined by the employee's entry on duty (EOD) date in State service.

1. **Regular Employee** - Any person holding a position funded under an approved budget and having an assigned Position Identification Number (PIN), not including contractual and temporary positions, nor those positions held by Judges, Masters and Law Clerks.
2. **Contractual Employee** - Any person whose conditions of employment and compensation are specified in a personal service contract.

3. **Temporary Employee** – Any person whose condition of employment is short-term (less than one year), whose compensation is not specifically budgeted, and is not governed by a personal services contract.
- D. **Hiring Authority** – The Administrative Official or other designee responsible for the recruitment activity.
- E. **Job Announcement** - Official notice of a job opportunity within the Maryland Judiciary, which includes position title, PIN, opening/closing dates, EEO statement, position type and status, salary grade and range, essential functions, minimum qualifications, etc.
- F. **Position Identification Number (PIN)** - A unique number that identifies a position.
- G. **Position** - A set of duties and responsibilities for a job funded under an approved budget and having an assigned PIN.
- H. **Recruitment** - The process of finding qualified applicants to fill a vacant Judiciary position.
  1. **External Recruitment** - Open to all qualified applicants.
  2. **Internal Recruitment** - Open to all qualified current State applicants.
    - a. Judiciary Recruitment – applicants can be restricted by jurisdiction or Judiciary wide.
    - b. State Recruitment – applicants can be restricted to current Maryland State government employees.
- I. **Reinstatement** – The re-employment, within three years, of an individual who separated in good standing from the Maryland Judiciary or other Maryland State government agency and the restoration of certain salary and leave benefits.
- J. **Vacancy** - An approved and budgeted position that is currently not occupied.

### III. SCOPE

This policy applies to all recruitment activity within the Maryland Judiciary, with the exception of appointed and elected positions.

#### **IV. RECRUITMENT PROCEDURES**

##### **A. Employment Requisition Form**

1. For every position that is to be filled, an Employment Requisition Form shall be completed by the Administrative Official and submitted to the JHRD.
2. Prior to taking any action, each Employment Requisition Form and subsequent amendment(s) must be approved by the JHRD.
3. Prior to any action, the Judiciary's Fair Practices Officer should concur with each requisition and subsequent amendment.
4. The Employment Requisition Form shall identify any specific skills preferred for the position being recruited.
5. The Employment Requisition Form shall specify whether the selection will be made from external or internal candidates and the type of internal selection, e.g. State, Judiciary, or specific jurisdiction.
6. The Employment Requisition Form will specify what selection methods will be used: e.g. structured interview, demonstration of skills, panel review, etc.
7. The details of a Requisition request may be amended for good and sufficient reason, as determined and approved by the Administrative Official after consultation with the JHRD. The amendment must be in accordance with Recruitment procedures.

##### **B. Job Announcements** - The hiring authority may choose to recruit externally, internally to Judiciary employees, internally to a specific jurisdiction, or internally to Maryland State government employees.

1. Job Announcements are prepared by the JHRD on a weekly basis and are distributed throughout the Judiciary and placed on the intranet and/or internet. Classified advertisements may be placed in newspapers as appropriate. All job announcements shall contain an approved Equal Employment Opportunity (EEO) statement.
2. External recruitments should have an open period of at least ten workdays and an internal recruitment should have an open period of at least five workdays. Based on critical staffing needs, this may be modified.
3. If the recruitment does not yield a sufficient and qualified applicant pool in order to make a selection, the hiring authority can request that the job notice be reposted, and if requested the status may be changed to 'Open Until Filled'.
4. If a vacancy occurs for the same or similar position within a six-month period from the closing date of the job announcement, a new job announcement may be waived and the hiring authority may use

the applicant pool from the original recruitment, in compliance with Judiciary hiring practices, to fill the vacancy.

5. All recruitments initiated shall include, (at minimum): a distribution of job notices throughout the Judiciary, jurisdiction-wide for internal opportunities, and a prescribed closing date.

## **V. APPLICATION, TESTING AND INTERVIEW PROCEDURES**

**A. Receipt of Application** - To be considered an applicant for a position, a candidate must apply during the open period and meet the minimum qualifications as stated on the job announcement. Applications are screened based on published minimum qualification requirements, e.g. education and work experience.

**B. Testing Process** - If testing is required, the validated test will be conducted prior to the interview. Only those who successfully complete the testing phase will be eligible for an interview. Testing will be administered in conjunction with the hiring authority and the JHRD and will be conducted on location, at the Judiciary Training Center or the JHRD office site. If approved by the JHRD, the hiring authority may administer required validated tests to selected candidates at other locations.

1. A skills-based test may only be taken **once** for each vacancy and results are considered valid for six months.
2. A knowledge-based test may not be taken more often than six month intervals and the most recent results are considered valid indefinitely or until the classification requirement is altered.

**C. Pending Status** - Internal candidates who are within six months of meeting a specified qualification (education or experience) may be allowed to sit for a knowledge-based test. A candidate may not be interviewed or selected to fill a position until documentation is provided to the JHRD attesting that all requirements have been met.

External candidates who are within six months of meeting an education qualification may be allowed to sit for a knowledge-based test. A candidate may not be interviewed or selected to fill a position until documentation is provided to the JHRD attesting that the requirement has been met.

**D. Interview Process** – Based on the established minimum qualifications, best-qualified candidates are contacted for interview. The JHRD recommends that a minimum of three to five candidates be scheduled for interviews to ensure a successful recruitment. The JHRD suggests a structured interview process to ensure that all questions asked are based

on job requirements and that each candidate is asked the same questions.

At the time of interview, if not already completed, all candidates should complete a Judiciary Employment Application and an Authorization for Background Check and Employment Verification. Background checks will be conducted by the JHRD. Employment verification and reference checks are the responsibility of and are conducted by the hiring authority.

A candidate shall be deemed “disqualified” and removed from employment consideration:

- For a background check that reveals significant criminal/traffic and/or civil violations, consistent with Judiciary guidelines; or
- For deceptive or fraudulent conduct or other misconduct in the employment process; or
- For failing to respond to notices of interview.

## **VI. SELECTION PROCEDURES**

When interviews are concluded, reference checks are conducted and a selection is made. **Prior** to extending an offer of employment, the hiring authority will forward the Selection Package to the JHRD for approval.

The Selection Package consists of:

1. **All** applications received (if not initially collected by the JHRD);
2. The Applicant Log;
3. The Employment Transaction Form;
4. Authorization for Background Check (on selected candidate);
5. Interview questions and candidate responses; and
6. Test results (if applicable).

The JHRD will conduct a background check and review the Selection Package to ensure that:

1. The selected candidate meets all published requirements for the position,
2. That the requested salary is consistent with the Hiring Guidelines, and
3. That the recruitment and selection process meets the specifications of Fair Practices/EEO guidelines.

After this review process is completed and approved, the hiring authority will be notified by the JHRD’s Recruitment Unit to extend the offer of employment. The hiring authority then contacts the selected candidate and notifies JHRD of acceptance, start date and salary. At this point a confirmation letter will be sent

to the selected candidate by the local jurisdiction.

The processing of the necessary paperwork to get a new employee on Payroll usually takes two to four weeks (one to two pay periods). **In order to ensure that employees are paid in a timely manner, new hire confirmations should be forwarded to the JHRD, two to three weeks prior to the employee's start date.** Payroll advances will be granted only in the event of extreme circumstances or an administrative error.

## **VII. DOCUMENTATION**

The JHRD will retain documentation of all recruitment activity according to applicable laws and regulations.

## **VIII. INTERPRETIVE AUTHORITY**

The JHRD, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.