



**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 4 Employment Hiring and Promotions Policy**

**Appointment Procedures**

**Effective date**

**Revised**

**Number: 4.01-03**

**December 20, 2002**

**October 15, 2007**

**REFERENCES**

1 CSR 20-3 Personnel Selection, Appointment, Evaluation and Separation

DNR Affirmative Action Plan

**DEFINITIONS**

*Appointing authority:* A person with the authority to approve hiring staff and to approve or deny other personnel related transactions. In the department the appointing authority to direct personnel action is the Human Resources Program Director.

*Appointment:* Hiring an employee.

*Division:* One of the functioning agencies within the department:

- Department Operations
- Division of Environmental Quality
- Field Services Division
- Division of Geology and Land Survey
- Division of State Parks

*Candidate:* A person applying for a job with the department.

*Underutilized:* Having fewer employees in job classifications in certain categories than reasonably would be expected by the makeup of the general population of Missouri. For example, a class could be underutilized in females, minorities or people with disabilities.

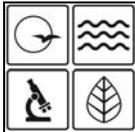
**GENERAL PROVISIONS**

**Hiring recommendation and justification**

Attachment 1 contains a template for the hiring recommendation and justification. The hiring recommendation and justification materials should be completed as soon as possible after completing the interviews and forwarded through the chain of command to the appointing authority for approval.

**Appointment**

The reference and criminal record checks should be completed and evaluated before appointment. At a minimum a reference check of work references must be completed before appointing anyone to a position. If the selected candidate begins work before the results of the



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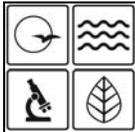
**October 15, 2007**

criminal record check are available, the employment letter will state that continued employment is conditional upon an acceptable criminal record check.

Types of appointments

There are several types of appointments that may be made with differing conditions for each. The descriptions below briefly outline the types of appointments. They do not include all the conditions. For assistance in determining what type of appointment to make, contact the Human Resources Program.

- Original – A new employee is appointed to permanent, classified position. An individual must be on a merit register to be eligible for an original appointment.
- Limited temporary – A new employee is appointed to a position for less than ninety (90) calendar days. The appointment must be made to an existing Merit System classification and appropriate salary rate from the assigned range on the current pay grid. Individuals need not be on a merit register.
- Provisional – A new employee is appointed to a position of limited duration not to exceed the probationary period established for the position. Individual needs not be on a merit register. To make a provisional appointment there must be fewer than ten (10) available candidates on the entire register. The individual must have the minimum qualifications for the class at the time of appointment as determined by the Office of Administration’s Division of Personnel. A provisional employee who successfully completes the working test of the probationary period may receive a regular appointment without examination.
- Emergency – A short-term appointment to prevent stoppage of work, loss, or serious inconvenience to the public and to the department. The appointment must be made to an existing classification at a salary rate on the assigned pay range. Emergency appointments automatically expire in 90 calendar days. The person does not need to be on a merit register. No individual may be given more than one emergency appointment in any 12 month period in the same department.
- Unclassified – Appointment to an unclassified position for which there is no Merit System register from which to request eligible candidates. These positions include interns, seasonal employees, designated principal assistants, division and department directors, deputy directors, staff directors, secretaries to exempt positions, and other persons where selection is not practicable under circumstances as determined by the Personnel Advisory Board.



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- Re-employment – Appointment of an individual previously employed in this or another state agency and who obtained regular status in the same class as the position being filled.

Appointments made by a division director

Approval of hiring recommendations for trainee, I, II and III levels (this does not include broadband managers I, II, and III); transfers within the department; emergency and temporary appointments; hourly and intermittent positions is delegated to the division director or designee. If the salary desired to be offered is greater than outlined in Preparing to Hire Procedures, the requestor must confirm the salary with the Human Resources Program before an offer is made.

Division directors will include diversity considerations in hiring processes and all hiring decisions and seek to increase minority representation in job classifications that have been identified as underutilized in the DNR Affirmative Action Plan.

The division must send the Position and Employee Action Request (PEAR) form to the Human Resources Program to complete the hiring recommendation.

Appointments made by the appointing authority

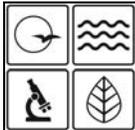
Hiring recommendations and all supporting documentation for all other positions are forwarded to the Human Resources Program with a PEAR form.

If the justification is complete and appropriate, the Human Resources Program notifies the hiring division’s human resource liaison and the hiring program of the approval as soon as possible but no later than five (5) days of receipt of the justification by the Human Resources Program. If the justification is not complete or appropriate the appointing authority or designee will advise the division on how to improve the justification.

**Offer of employment, letters of confirmation and regret**

The hiring program may then make the offer of employment to the recommended candidate. The hiring program must notify the Human Resources Program as soon as possible if the offer is accepted or rejected.

The Human Resources Program will send a letter of confirmation to the candidate within one week of being notified of acceptance of a job offer. The Human Resources Program will send regret letters in the same week to the others interviewed; except for the Division of State Parks field offices, who will send their own regret letters. A template for a regret letter is contained in Attachment 2.



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**Paperwork to complete appointments**

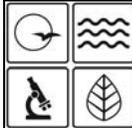
If an in-house candidate is hired, the hiring division or program must contact the employee's current supervisor to arrange a suitable transition.

As soon as the candidate accepts the offer of employment the hiring program must notify the division and the Human Resources Program of the new employee's start date.

The deadlines for effecting a personnel transaction for a particular period are as follows:

<b>New employee's effective work date</b>	<b>Date paperwork must be received by the Human Resources Program</b>
1 <sup>st</sup> through the 15 <sup>th</sup> of the month	11 <sup>th</sup> of the same month
16 <sup>th</sup> through the end of the month	26 <sup>th</sup> of the same month.

The program must forward a copy of the hired candidates Merit Application or equivalent to the Human Resources Program for inclusion in the employee's official file.



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**Attachment 1**

**Hiring Recommendation Form**

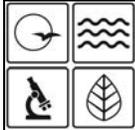


MISSOURI DEPARTMENT OF NATURAL RESOURCES  
HUMAN RESOURCES PROGRAM  
**HIRING RECOMMENDATION**

DIVISION:		PROGRAM:		DATE:	
RECOMMENDED CANDIDATE:		POSITION TITLE:		POSITION NUMBER:	
<b>INTERVIEW PANEL</b>					
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
NAME:	TITLE:	TELEPHONE NUMBER: ( ) -	1 <sup>ST</sup> ROUND: <input type="checkbox"/>	2 <sup>ND</sup> ROUND: <input type="checkbox"/>	
<b>UNDERUTILIZATION</b>					
CLASSIFICATION UNDERUTILIZED FOR MINORITIES AND/OR FEMALES? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF YES, CHECK ONE OF THE FOLLOWING:					
<input type="checkbox"/> UN-AWARE OF ANY APPLICANTS THAT WOULD HAVE ADDRESSED THE UNDERUTILIZATION					
<input type="checkbox"/> NAMES OF APPLICANTS ADDRESSING THE UNDERUTILIZATION ARE AS FOLLOWS:					
NAME:	NAME:	NAME:			
NAME:	NAME:	NAME:			
<b>APPLICANT INFORMATION</b>					
<b>A written justification is required for the recommended candidate(s). For example: Candidate possessed the experience required for the position, work references were positive, etc. For all other candidates, please select a comment number from those listed:</b>					
1 - Declined Interview		6 - Lacked the experience that was held by the recommended candidate(s).			
2 - Declined consideration for position at/after interview		7 - Unfavorable reference check(s).			
3 - Declined due to insufficient salary		8 - Selected candidates provided a better interview.			
4 - Failure to report for interview		9 - Other. Please provide explanation in comment section.			
5 - Unable to contact to schedule interview					
<b>NAME</b>	<b>1<sup>ST</sup> INTERVIEW</b>	<b>2<sup>ND</sup> INTERVIEW</b>	<b>COMMENT</b>		
	DATE: TIME:	DATE: TIME:			
	DATE: TIME:	DATE: TIME:			
	DATE: TIME:	DATE: TIME:			

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**Attachment 2  
Template for a Letter of Regret**

Date  
Name  
Street Address  
City, State Zip Code

Dear \_\_\_\_\_ :

This is to advise you that the position number, \_\_\_\_\_, located in the \_\_\_\_\_ Program/Division, will not be filled at this time.

**Or**

This is to advise you that a selection has been made for (job classification), position numbered \_\_\_\_\_ located in \_\_\_\_\_ (Division/Program).

We appreciate the opportunity to consider your qualifications for this position. However, we have selected an applicant whose experience more closely matches our needs for this vacancy.

Good luck to you in your future career endeavors.

Sincerely,

Division

Name  
Program