



ADMINISTRATIVE RULES OF MONTANA



2.21.3708 EXTERNAL RECRUITMENT

- (1) Agency managers shall use an external competitive recruitment process unless the agency:
 - (a) fills a position through internal recruitment, as provided in ARM 2.21.3707, Internal Recruitment;
 - (b) fills a position with a participant in on-the-job training, work experience, or other programs such as those conducted under the federal Workforce Investment Act. Examples include:
 - (i) dislocated worker programs;
 - (ii) adult and youth programs;
 - (iii) welfare-to-work programs;
 - (iv) Native American programs;
 - (v) veterans' employment and disabled veterans outreach programs;
 - (vi) programs authorized under Title I, parts A and B of the federal Rehabilitation Act; and
 - (vii) school-to-work programs;
 - (c) recalls a seasonal employee, as defined in 2-18-101, MCA, who was originally selected using a competitive recruitment process;
 - (d) selects a short-term worker or student intern as defined in 2-18-101, MCA; or
 - (e) fills a position with a retiree consistent with ARM 2.21.3710, Limited Reemployment for Retirees.
- (2) Agency managers shall post a vacancy announcement for all positions open to external recruitment on the State of Montana Careers web site for at least five working days. The State Human Resources Division, Department of Administration, maintains the State of Montana Careers web site <http://statecareers.mt.gov>.
- (3) If an agency manager decides to conduct an external recruitment for a temporary employee, as defined in 2-18-101, MCA, the vacancy announcement must be posted on the Careers web site.
- (4) Agency managers may do, but are not limited to, the following:
 - (a) distribute vacancy announcements to appropriate recruitment sources in an effort to achieve a diverse workforce;

- (b) limit external recruitment advertising to a geographic area. However, all properly completed applications received by the closing date must be considered, regardless of whether the applicant resides within that geographic area; and
- (c) seek applicants for vacant positions using an applicant search service.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, MCA

History: NEW, 1984 MAR p. 1560, Eff. 10/26/84; AMD, 1994 MAR p. 1412, Eff. 5/27/94; AMD, 1997 MAR p. 2279, Eff. 12/16/97; AMD, 2003 MAR p. 1531, Eff. 7/18/03; AMD, 2006 MAR p. 2901, Eff. 11/23/06; AMD, 2010 MAR p. 2208, Eff. 9/24/10; AMD, 2018 MAR p. 90, Eff. 1/13/18.