



ADMINISTRATIVE RULES OF MONTANA



2.21.3726 DOCUMENTATION

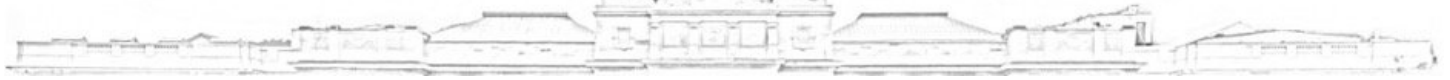
- (1) Agency managers shall document the following in the recruitment and selection process:
 - (a) job information;
 - (b) screening information; and
 - (c) applicant information.
- (2) For the purposes of this subchapter, "job information" includes but is not limited to:
 - (a) a description of the current duties of the job;
 - (b) a copy of the vacancy announcement;
 - (c) a copy of newspaper or journal advertising, if any;
 - (d) a list of all recruitment sources used; and
 - (e) a copy of Internet posting, if any.
- (3) For the purposes of this subchapter, "screening information" includes but is not limited to:
 - (a) a copy of all selection procedures and any criteria used to evaluate qualifications;
 - (b) the names and titles of any persons who participated in the design or administration of the selection procedures; and
 - (c) a statement of why and how the hiring decision was made.
- (4) For the purposes of this subchapter, "applicant information" includes, but is not limited to:
 - (a) all applications, supplemental question responses, evaluation notes, reference checks, and any other application materials received;
 - (b) applicants' demographic information from the applicant survey page; and
 - (c) correspondence with applicants.
- (5) Agencies shall maintain items listed in this rule for a period of time consistent with the General Records Retention Schedule found at <http://sos.mt.gov/records/state>.

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

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



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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, 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.