

STATE OF MARYLAND

Department of Public Safety
and Correctional Services

PATUXENT INSTITUTION

DIRECTIVES



PID 50-30

DATE: September 1, 1991


SUBJECT: Personnel


TITLE: Non-Custody
Interview Boards

- I. REFERENCE: Secretary of Personnel Guideline: Certification Instruction for Appointing Authorities.
- II. APPLICABLE TO: All non-Custody staff.
- III. PURPOSE: To ensure a fair and impartial selection procedure when filling non-Custody vacancies at Patuxent Institution.
- IV. DEFINITIONS: Associate Director: Refers to the director of the department where the vacancy is located.
- V. POLICY AND PROCEDURE:
- A. It will be the policy of Patuxent Institution to convene an Interview Board when selecting to fill non-Custody positions.
 - B. The panel will be the same for both promotional and non-promotional interviews.
 - C. The Interview Board will consist of the following:
 - 1. Associate Director/Designee
 - 2. Department Head/Designee
 - 3. Immediate Supervisor/Designee
 - 4. For Treatment Staff vacancies only: a member of the same profession as the vacancy.
 - D. The composition of the Interview Board may be changed for reasonable cause with the approval of the Director.
 - E. For Promotional interviews a notice from the Personnel Office announcing the vacancy and upcoming interviews will be posted on the bulletin boards and sent to all departments. The notice will be distributed one week in advance of the convening of the Interview Board in order to alert eligible candidates of the upcoming interview.

- F. For a promotional vacancy, the Personnel Office will submit the names of the top five (5) candidates from the appropriate eligible list to the Interview Board. If more than one vacancy exists in a particular classification, then the number of candidates submitted by the Personnel Office will be four (4) plus the number of vacancies. More names will be submitted if there is a tie at the lowest eligible score. The Personnel Office will send written notices to the candidates regarding the time and date of the interview.
- G. For non-promotional vacancies, the Personnel Office will obtain an eligible list and send out interview letters to an appropriate number of applicants. For those classifications that do not have eligible lists, ads will be placed in local newspapers and professional journals (if appropriate) and in the local job bank.
- H. Prior to the interview, the Interview Board members will develop a set of questions to be asked at the interview. All candidates will be asked identical questions.
- I. Based on the results of the interviews, the Interview Board will make recommendations to the Director.
- J. The Director will make the final selection of the candidate(s) to be promoted/hired.

VI. RESCISSIONS: PIR 50 - 45, dated 5/16/89


Joseph Henneberry
Director

REVIEWED BY: 
DATE: 1/3/94