



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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To: All Managers and Supervisors  
From: DSD, Support Services  
Subject: Selection Process and Documentation

To ensure consistency throughout the state, please refer to the following guidance when conducting and documenting interviews, reference checks, selections, and job offers.

**Interviews:** Selecting officials will interview all of the referred candidates on the list from which the final selection will likely be made, and are encouraged to interview candidates from all other referred sources. Selecting officials are responsible for ensuring that interviews are properly conducted, that all questions are job-related, and that every effort is made to obtain the same information from each candidate. Interview panels may be used at the discretion of the selecting official. (Reference IM-CA-2002-058 – Policy on Use of Panels for Filling Vacant Positions.)

Interviewers may not ask about or discuss a candidate's race or ethnic background, color, sex, age, disability, religious beliefs, marital or family status, political affiliation, sexual orientation, or labor organization affiliation or activity. EEO and HR are available to review interview questions to ensure they are job related.

Interview questions will be provided to HR upon selection. Notes taken by the selecting official during the interview process are maintained by the selecting official for a minimum of six (6) months.

**Reference Checks:** Selecting officials are strongly encouraged to conduct reference checks. However, only those references listed on a candidate's resume may be contacted. Selecting officials may contact a reference that is not listed on a candidate's resume only after receiving permission from the candidate.

**Selection:** Selecting officials may make or may not make a selection from any of the candidates on the roster based on their judgment of how well the applicant is likely to perform in the position being filled.

Selecting Officials will document the selection roster with the following information:

- Selectee's name (document the second and third choice if applicable)
- Reasons for selection – Please note the reason must be related back to the knowledge, skills, and abilities to perform the duties of the position.
- Check applicable block related to Interviews
- Selecting Official's signature and date
- Cost code for background investigation

Under no circumstances is the supervisor/manager required to state the reasons for the non-selection of a candidate(s). In the event that none of the referred candidates are selected, it is appropriate to document either “selection roster return unused”, or “no selection made at this time due to budget constraints”.

**Job Offers:** Official job offers are made by HR. Upon receipt of the selection packages, which includes the selection roster, applications, and interview questions, HR will contact the selectee to establish a reporting date. HR will advise the supervisor/manager of the start date.

If you have any questions regarding this IB, please contact Federica Lee, Supervisor – Staffing and Classification Section, at (916) 978-4468.

Signed by:  
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Records Management