

Board Recorder Guide

THIS CHECKLIST SERVES AS A GUIDE FOR FEDERAL TECHNICIAN BOARD AND AIR AGR RECORDER RESPONSIBILITIES

A board recorder is a non-voting administrative position. Board recorders are required to attend the annual board training to be qualified.

1. Before the board is conducted:

- a. Submit interview questions to the SEEM and the staffing section for review and approval.
- b. Submit board members name and alternates to your respective HRO representative NLT the closing date of the job vacancy announcement. The selection board must have 3 or 5 voting members. Ensure board members are trained by HRO (Annually). HRO will not release list of applicants until board information has been received.
- c. For Federal Technician Only: Ensure that the staffing section adds your name to the certificate in Hiring Manager. You will receive an email with step by step instruction for closing your job vacancy.

2. Instructions for submitting interview questions and the board members names.

- a. Send interview question for approval to the State Equal Employment Manager (SEEM) before conducting aboard. Also, include (Cc) your respective HRO representative.
- b. Board members names and alternates will be sent directly to your HRO representative.
- c. State Equal Employment Management (SEEM):
 1. CPT Nathan Masunari: nathan.k.masunari.mil@mail.mil 808-672-1316
- d. HRO Representative:
 1. Air AGR Branch:
CMSgt Carol Orr: carol.orr@us.af.mil 808-672-1888
 2. Army AGR Branch:
SFC Minerva Manuel: minrva.b.manuel.mil@mail.mil 808-672-1314
MSG Lelanya Watson lelanya.a.watson.mil@mail.mil 808-672-1774
- e. Federal Technician:
 1. Staffing section:
MSgt Annie Salvador: anne.m.salvador.mil@mail.mil 808-672-1228
SPC Gretchen Gabaon: gretchen.l.gabaon.mil@mail.mil 808-672-1213
SPC Charlene Pasion: charlene.e.pasion.mil@mail.mil 808-672-1224

3. Receiving your applicant list from HRO:

- a. Review the applicant list with the board members in order to identify any conflicting issues upfront that will inhibit the board member to be equitable or fair with any of the applicants during the interview process.
- b. Ensure the selection board reflects the diverse makeup of the referred applicants (to include gender [male/female]).
- c. Ensure that your board does not have a relative in the applicant pool.
- d. Ensure the board members are equal or higher in military rank than the applicants.
- e. For Federal Technicians Only: Board member must be equal or higher in military rank **and** be equal or higher in Federal Technician Grade.

4. Notifying Applicants

a. Maintain an applicant communication log. Be sure to note the different communication methods (telephone number(s), email(s), confirmations/no responses). *What you do for one, do for all.*

b. Provide the following instructions to the applicants:

1. Date
2. Time
3. Location
4. Uniform
5. Make any special accommodation
6. Provide a point of contact

5. Preparing board members packet

a. Make sure you have the following documents needed for each Board Member:

1. Sign Memorandum of Record – the understanding that disclosure of board proceedings may result in disciplinary actions up to and including termination.

2. Board Worksheet

3. Board Member Score Sheet

4. Board Consolidated Score Sheet

5. Mandatory 5 Questions –required to be asked to each applicant before the board begins asking their interview questions. Make sure you also record the answers given by the applicants.

b. Make sure you receive the applicant packets from HRO. Remember to accept NO additional documentation from any applicant during the board selection process not previously received and approved by HRO prior the closing date of the job vacancy announcement.

c. Mandatory Questions:

1. Applicant's Identity Confirmation (Are you John Doe?)

2. JVA Application Verification (Did you apply for the position ___?)

3. Have there been any changes since the submission of your application that would impact our consideration of you for this JVA today?

4. Do you have knowledge of any board members?

5. Do you have any concerns with any board members?

d. Federal Technician should ask the applicant to clarify whether they have applied for a Title 5 or Title 32 position.

6. Before conducting any board allow the board panel enough time to:

a. Go over applicant packets and prefill the Board Worksheet.

b. Set the weight and priority for each category. All of the board members should use the same weight and priority set throughout all interviews.

1. Identifying the weight: Mandatory 3 points for the interview, distribute the remaining 7 points among the categories & no zeros for any category.

2. Identifying the Priorities: The board members should determine the priorities of each category (*Generalized, Specialized or Other*). *Only choose ONE for each category*

7. During the Interview accept NO additional documentation from any Applicant during the board selection process not previously received AND approved by HRO.

- a. Ensure board members are present for all candidate being considered
- b. Ensure there are NO commitments or violate the confidentiality of nominations process.
- c. Boards are conducted in a closed session using a structured directive interview style.
- d. Make sure the board panel ask the five mandatory questions and record the answers for each applicant.
- e. Federal Technician should ask the applicant to clarify if they have applied for a Title 5 or Title 32 position.
- f. Issues during the board: Stop the board interview and contact HRO immediately for guidance on issues that cannot be resolved at the board level.

1. AGR Branch:

HRO AGR Manager: LTC Kukunaokala Mendonca: kukunaokala.mendonca.mil@mail.mil 808-672-1233

2. Federal Technician:

HRO: LTC Laura Soares laura.j.soares2.mil@mail.mil 808-672-1321

Deputy HRO: LTC Walter Ross Jr. walter.r.ross2.mil@mail.mil 808-844-6087

8. Completion of the interviews:

- a. Complete the Consolidated Score Sheet. Review and ensure all of the sheets were done correctly and signed.
- b. Ensure that the board recommended candidates are in order of preference when sent through command channels. Must provide rationale for non-selects.
- c. Commands must submit a written justification for all disagreements with the board panel selections.
- d. If there is no selection:
 - 1. Re-advertise the position. If applicable, request applications from Area II are considered (if there are any) or decide that they want to re-advertise the job (no other qualified applicants from Area II). Area I (local)/Area II (Nation Wide)
 - 2. In this case, please work with the Staffing section to ensure correct procedures are followed. Remember that the Hiring Manager certificates are only good for six months from the closing date of the job vacancy announcement.

9. Returning documents to HRO

a. **AGR Branch:** Board members will submit all documents (questions, memo for record, score sheet and notes) to the Recorder, who will submit all docs through the proper chain of command to the TAG, Attn: AGR Branch

b. **Federal Technician:** USA Staffing – Hiring Manager: all board members will submit all documents (questions, memo for record, score sheet and notes) to the Recorder. Board recorder you will attach all docs in Hiring Manager and ensure that the proper chain of command reviews and sends the certificate back to HRO through Hiring Manager.

c. Ensure that the staffing section adds your name to the certificate in Hiring Manager. You will receive an email with step by step instruction closing your job vacancy.

Hawaii National Guard Human Resources Office

d. Hiring Manager:

1. Identify your selectee/s and alternates (alternates ranked by most qualified) in case the selectee does not accept the job offer. Staffing will go down the Alternates list you have submitted to fill the job vacancy.

2. You can only select one alternate in Hiring Manager. Click on the NOTES tab to add your additional alternates in order of priority.

3. When you upload your items into Hiring Manger: Please submit JVA Board members consolidated material as followed:

Applicant 1	Applicant 2	ect.
<ul style="list-style-type: none">•All of Board Member #1 materials•All of Board Member #2 materials•All of Board Member #3 materials	<ul style="list-style-type: none">•All of Board Member #1 materials•All of Board Member #2 materials•All of Board Member #3 materials	<ul style="list-style-type: none">•Please Save Files with the applicants name:•Ex:lastname_firstnameinitial