

BOARD TRAINING FAQs

Which regulation governs the conduct of the hiring board? For Army AGRs, NGR 600-5, paragraph 2-5 and AR 135-18, paragraph 2-4. Air AGR reference ANGI 36-101, chapter 4 and Merit Placement Plan.

Can the board select other than the number 1 applicant (highest score)? YES, submit justification as to why the person who scored the highest would not be the most suitable person for the position. In case of an audit due to a complaint; be prepared to explain the scoring and answer questions that may surface.

Why is the composition of the board 3 or 5? Standard guidance for any government agencies and stated in the NGR 600-5 under composition of the board. Having an odd number of voting members will less likely to result in a tie.

Does the interview have to be weighted at 3? The State TAG made the determination a while back, and it has never changed. It is standard among technician and AGR hiring boards (Army and Air Force).

Do the Commander, supervisor, and reviewing official have to all be a board member? YES, either they are all part of the board panel or be represented.

Does the board recorder have to go through the same training as the voting board members? YES. All personnel involved in the conduct of a board must have a full understanding of the whole process. The board recorder is not a voting position.

What is required of the board if an applicant does not make the OML list? A memorandum of justification which made the applicant unqualified, and is usually drafted by the recorder.

How is it handled if an applicant does not respond when scheduling an interview? Document the times called and responded. If no show, then document "NS" on HISPMO Form 1 (Tech) or a memo for AGR boards. The panel must still review application and award points in "Records Review" section.

What happens when an applicant is not within the commuting area? Must contact applicant and schedule time to conduct phone conference with the same Panel members.

Can an applicant challenge a board member? NO. Applicants do not have the right to pick who sits on the board or scores the interviews. If an individual feels his/her civil rights are violated, or the board acted improperly, he/she has the right to file a "stop hire" complaint with HRO. Board will continue, but members will annotate the problem. If the applicant later has a problem with the results, he/she can mention to HRO, and we can bring it up to the TAG.

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Can I notify the applicant that they have been selected for the position? NO. HRO will notify each applicant of the outcome of the interview. This process takes approximately 2-3 weeks. At no time does the hiring board panel notify the applicant. You can advise the applicant of the process. The selection recommendation will go through the command chain to HRO for approval.

Who is identified as the interview chairperson? The highest military ranking individual is recognized as the interview Chairman. This may not necessarily be the supervisor of the position being filled.

Is an observer allowed in the board proceedings for training purposes? No, all training will be conducted by HRO personnel.

Can one of the voting members also serve as a recorder? No, it is not ideal to have a voting board member also serve as a non-voting recorder. BUT, if you have exhausted your search and no one is available, you can do so as an EXCEPTION to the rule with HRO concurrence.

Can the board members contact an individual who has written a letter of recommendation? No, they should not. When you are scoring the applicant, you should just be looking at their packet and the individual at their interview and nothing more. And besides, you will need to be fair all around, therefore what you do for one you would need to do for all.