

# SELECTION PLAN – CHIEF PUBLIC DEFENDER RECOMMENDED PROCESS

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## **VACANCY ANNOUNCEMENT:**

The vacancy announcement will be listed on the Montana State online employment system, the Montana State Bar Association web site, the National Association of Criminal Defense Lawyers web site, and the American Civil Liberties Union network.

The selection process will be managed through the Montana State online employment system. Individual log-ins will be established for each Public Defender Commission member to access the system through an external Citrix connection.

Once the selection plan is finalized, time will be blocked on committee members' calendars to ensure the selection process progresses in a timely manner.

Interview questions will be developed by the State Human Resources (HR) Division staff for each step in the process and forwarded to the full Commission for review and final approval.

## **SELECTION PLAN:**

The selection process will progress as follows:

1. **Initial screening of applicants** – completed by the State HR Division staff.
  - a. This should be completed within one week of the application period closing.
2. **Phone screen applicants** – The screening committee will be comprised of State HR Division staff and one or two members of the Commission. This is a 20-30 minute phone screening of applicants to determine if they advance to the next step.
  - a. This should be completed within two weeks of the application period closing.
  - b. Participants should plan on approximately 30 minutes for each phone screen.
  - c. Screening committee members will rotate asking pre-determined questions.
  - d. Screening committee members will have the opportunity to ask follow-up questions. Follow-up questions must be related to the position and its requirements.

- 3. Initial interview** – Three or four members of the Commission will participate in this interview. The purpose of the initial interview is to determine which applicants will advance to an interview with the full Commission.
  - a. This should be completed within four weeks of the application period closing.
  - b. Interviews typically last an hour but will schedule 90 minutes for each.
  - c. Interview committee members will rotate asking pre-determined questions.
  - d. Interview committee members will have the opportunity to ask follow-up questions. Follow-up questions must be related to the position and its requirements.
- 4. Full Commission Interview** – Successful final applicants at this phase meet with the full Commission.
  - a. This should be completed within six weeks of the application period closing.
  - b. Interviews typically last about 90 minutes but will schedule two hours per interview.
  - c. Commission members will rotate asking pre-determined questions.
  - d. Commission members will have the opportunity to ask follow-up questions. Follow-up questions must be related to the position and its requirements.
- 5. Reference and Background Checks** – State HR Division staff will coordinate the completion of the background checks and will forward the results to the full Commission for consideration.
  - a. This should be completed within eight weeks of the application period closing.
- 6. Meet and Greet** – The top two or three final candidates will participate in a meet and greet with the full Commission.
  - a. This should be scheduled for any time between weeks five and eight and before the final hiring decision by the Commission.

**OTHER CONSIDERATIONS FOR THE COMMISSION:**

**Salary?**

**Press Releases?**

**Other?**