

Office of the State Treasurer

Report to the Department of Administrative Services

Recruitment & Selection of 2014 Summer Workers

Recruitment

As required by General Letter 37 (Recruitment Policy for Summer Workers & Seasonal Workers), the ten (10) Summer Worker positions established in the Hiring Plan were posted online for two weeks with:

The Connecticut Department of Labor
Department of Administrative Services – Employment Connection
The Office of the Treasurer – Employment Opportunity Section of the Website

The job postings were also shared with the following schools:

University of Connecticut
Central CT State University
Eastern CT State University
Southern CT State University
Western CT State University
Capital Community College
Manchester Community College
University of Hartford
Trinity College

Applicant Pool

In total, two hundred and two (202) people applied for a Summer Worker position.

There were applicants from sixty-nine (69) towns in Connecticut and from two (2) towns in Massachusetts.

Breakdown of Applicants per town:

One (1) Applicant:

Andover, Branford, Canterbury, Colchester, East Hampton, East Lyme, East Windsor, Ellington, Glastonbury, Griswold, Guilford, Harwinton, Hebron, Ledyard, Litchfield, Stonington, Mansfield, Montville, New Hartford, New London, North Haven, Norwalk, Norwich, Old Lyme, Shelton, Southbury, Springfield, MA, Stratford, Torrington, Vernon, Voluntown, Waltham, MA, West Haven, Willimantic, Windsor Locks, and Winsted (37 total)

Two (2) Applicants:

Ansonia, Avon, Canton, East Granby, Enfield, Hamden, Simsbury, South Windsor, Suffield, and Wallingford (20 total)

Three (3) Applicants:

Bridgeport, Farmington, Marlborough, Meriden, Tolland, and Wolcott (18 total)

Four (4) Applicants:

Bristol, Manchester, Middletown, New Haven, Rocky Hill, and Wethersfield (24 total)

Five (5) Applicants:

Berlin and Waterbury (10 total)

Six (6) Applicants:

Southington

Seven (7) Applicants:

Newington

Eight (8) Applicants:

New Britain

Ten (10) Applicants:

Bloomfield and Windsor (20 total)

Thirteen (13) Applicants:

East Hartford

Seventeen (17) Applicants:

West Hartford

Twenty-two (22) Applicants:

Hartford

Breakdown of Applicants by Gender

Female: 86

Male: 100

Unidentified: 16

Breakdown of Female Applicants by Race

38 BF, 14 HF, 11 OF, 18 WF, and 4 undesignated

Breakdown of Male Applicants by Race:

31 BM, 6 HM, 9 OM, 51 WM, and 4 undesignated

Selection Process

Applications were received by the Director of External Relations and forwarded to the Human Resources Unit.

- 202 applicants applied for one or more Summer Worker positions resulting in 370 total applications.

Human Resources reviewed all applications to determine if there was a State Employment Application, cover letter, and resume as required in the application instructions. If one or more of the three required documents was missing, an email was sent to the applicant requesting said document(s) by the established application deadline, which was May 16, 2014.

Selection Criteria

1. Application received by deadline
2. Complete application (State Application, Resume, and Cover Letter)
 - All relevant information included (i.e., job posting number)
3. Cover Letter (salutation, formatting, attention to detail, spelling and grammar)
4. Educational background/course work relevant to functions of division
5. Relevant work/volunteer experience
6. Knowledge of Microsoft Suite
7. Academic standing

The applications that made it through the first round of cuts were shared with the Division heads of the respective departments for a second elimination round. Division heads were also provided with the Agency's hiring goals. The Division heads then selected candidates for in person or telephone interviews.

Finalists were then presented to the Treasurer for review and approval.

Hiring Goals

Due to the nature of their work assignments, ten (10) Summer Workers were placed in the Professional (EEO-2) Equal Employment Opportunity (EEO) category and the remaining one (1) Summer Worker assigned to the Information Technology Unit was placed in the Paraprofessional (EEO-5) EEO category. The Affirmative Action Short-Term hiring goals for the 2013 – 2015 reporting period for the two EEO categories are as follow:

- Professional (EEO -2)
- 3 White Males
 - 1 Hispanic Male

- 1 Hispanic Female
- 1 Other Male

Paraprofessional (EEO-5)

- 1 White Female

We hired eleven (11*) Summer Workers.

- 2 White Males – Goal Candidates (one candidate long-term unemployed)
- 1 Hispanic Female – Goal Candidate
- 1 White Female – Goal Candidate (long-term unemployed)
- 2 Black Females
- 4 Black Males (one candidate long-term under-employed)
- 1 Other Female

Four (4) out of the eleven (11) hires were goal candidates.

In line with the intent of the General Letter to include Veterans, long term unemployed and others, the Treasury considered all applicants on their merits relative to the job postings for Summer Worker. In light of this consideration, we did hire Summer Workers who may not have been in target groups; but did achieve the goal of hiring long-term unemployed or under-employed candidates. One White Male and One White Female candidate would be deemed as long-term unemployed hires. One Black Male hire would be deemed an under-employed candidate. Subject to the State's merit system rules and budgetary restrictions, these individuals may be eligible for permanent positions.

(*) = We originally requested ten (10) Summer Worker Positions. In reviewing our operational needs, we determined that we needed one more to assist the Debt Management Staff. The request was approved and it brought our count to eleven (11) Summer Workers.