

# **IMPORTANT INFORMATION BEFORE TURNING IN YOUR TRIBAL APPLICATION**

When applying for tribal positions, be sure that you include the following information in your application materials:

Tribal Application **(MAKE SURE YOU SIGN, OTHERWISE YOU WILL BE DISQUALIFIED)**.

1. Answer the question on Page 6 of the application: Why are you the best candidate for this position? Failure to complete this question will result in your application being marked “Incomplete” and you will not be considered for the position for which you are applying.
2. Copies of Transcripts, Diplomas, Etc., if claiming education (Failure to include these documents may cause low rating of application.)
3. Tribal Enrollment (verification can be picked up at the Blackfeet Tribal Enrollment Department, or submit a copy of Tribal Enrollment Identification Card. Failure to include documentation may cause low rating of the application.)
4. Veteran Preference (Please submit a copy of DD Form 214 if claiming Veteran Preference.) If a veteran has a service-connected disability, you must provide documentation and percentage.
5. Must submit a copy of Valid Driver’s License.

After applicants are rated, the top qualified applicants will be sent notifications of interview by mail.

## Application Process Information Sheet

<p>Step 1.</p> <p><b><u>SUBMIT APPLICATION</u></b></p>	<ul style="list-style-type: none"> <li>• <b><u>The Personnel Department is not responsible for submitting applications from previously advertised positions towards currently advertised positions.</u></b></li> <li>• Application should be filled out completely. <u>Original signature required on part 9, and submitted by the closing date.</u></li> <li>• It is beneficial to attach a resume that lists <u>all work experience.</u></li> <li>• <u>It is the responsibility of the applicant to supply all training certificates, diplomas, transcripts, verification of enrollment, DD Form 214 if claiming Veteran Preference, and driver's license.</u></li> <li>• <u>Applicant must answer the question on Page 6 of the application.</u></li> <li>• For your own protection and security, make a copy of everything being submitted.</li> </ul>
<p>Step 2.</p> <p><b><u>SELECTION COMMITTEE ESTABLISHED</u></b></p>	<ul style="list-style-type: none"> <li>• Director of the Program/ Department of the advertised position(s) establishes an Application Rating Committee of no less than three (3) individuals to rate the applications.</li> <li>• Personnel Department's role is to ensure all applicants are given fair opportunity to be considered for the position(s). Staffing Specialist assists the Application Rating Committee in rating the applications.</li> </ul>
<p>Step 3.</p> <p><b><u>APPLICATION RATING</u></b></p>	<ul style="list-style-type: none"> <li>• The Personnel Department Staffing Specialist schedules, and assists the Application Rating Committee in rating the applications.</li> <li>• Applications are rated primarily on experience, education, and on specialized training.</li> <li>• Preference is given to enrolled Tribal members, and Veterans.</li> </ul>
<p>Step 4.</p> <p><b><u>INTERVIEW RATING</u></b></p>	<ul style="list-style-type: none"> <li>• The Personnel Staffing Specialist contacts via letter, all top qualified applicants to be interviewed, with scheduled interview date, and time.</li> <li>• Staffing Specialist also assists the Interview Selection Committee in interviewing the top qualified applicants.</li> </ul>
<p>Step 5.</p> <p><b><u>SELECTION OF TOP CANDIDATES</u></b></p>	<ul style="list-style-type: none"> <li>• Scores of applications and interviews are combined to identify the top candidate for the position(s).</li> <li>• Personnel Director certifies top candidate.</li> <li>• Official Letter of Hire is sent out to selected applicant.</li> </ul>