



## STEPS IN THE HIRING PROCESS

The charts below indicate steps to follow when filling a vacancy. All steps marked with an “X” are mandatory and must be used in the selection process. The other steps may be used at the agency’s discretion.

SPOC		
1.	<input type="checkbox"/>	<b>Contract transfer in the same job class</b> (Per Article VII, Section 3) – Vacancies are posted on the department’s website or otherwise within the department.
2.	<input type="checkbox"/>	<b>Contract transfer between job classes</b> (Per Article VII, Section 3) – The period for contract transfer must be completed prior to posting in NEOGOV and cannot run concurrently with the NEOGOV posting.
3.	<input checked="" type="checkbox"/>	<b>Recall</b>
4.	<input type="checkbox"/>	<b>Other methods</b> (see below)

MERIT COVERED		
<p><b>Note:</b> All merit-covered vacancies must be posted in NEOGOV for a minimum of 10 calendar days, and the candidate(s) selected for hire must be chosen from the list of eligible applicants provided by DAS-HRE (Per <a href="#">11-56.1(8A)</a> and <a href="#">11-56.3(8A)</a>).</p>		
1.	<input checked="" type="checkbox"/>	<p><b>Recall</b> – DAS-HRE will provide the hiring agency with the name of any current or former employee who is eligible for recall for the vacancy to be filled.</p> <p>Current employees who exercised bumping rights and former employees terminated due to layoff shall only be on the recall list for the job class and layoff unit occupied at the time of the reduction in force (Per <a href="#">11-60.3(6)</a>).</p>
2.	<input type="checkbox"/>	<p><b>Transfer, Promotion, or Demotion</b> (<i>Promotional list</i>) – An agency may choose to post the vacancy for internal applicants only (see <a href="#">11-54.2(4)a</a> for the full list of persons who may apply to be on a promotional list).</p> <p>The vacancy may be posted to current permanent employees at one of the following levels:</p> <ul style="list-style-type: none"> <li>● Within a specific organizational unit of the agency</li> <li>● Agency-wide</li> <li>● All Executive branch agencies (including Board of Regents)</li> </ul>
3.	<input type="checkbox"/>	<p><b>All Applicants</b> – For an agency to consider both internal and external applicants, the vacancy must be posted to all applicants. In addition to current permanent Executive branch employees, all-applicant lists may also have temporary and probationary employees, Judicial and Legislative branch employees, and individuals not currently employed by the State.</p>
4.	<input type="checkbox"/>	<b>Other Opportunities</b> – Reinstatement

**NOTE:** *Positions that are non-merit-covered may not be subject to all of these provisions.*