



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"/>	Contract transfer in the same job class
2.	<input type="checkbox"/>	Contract transfer between job classes
3.	<input checked="" type="checkbox"/>	Recall
4.	<input type="checkbox"/>	Other opportunities

IUP		
1.	<input checked="" type="checkbox"/>	Contract transfer within employing unit pursuant to Section 2
2.	<input checked="" type="checkbox"/>	Recall
3.	<input checked="" type="checkbox"/>	Contract transfer between employing units pursuant to Section 3
4.	<input type="checkbox"/>	Other opportunities

MERIT COVERED		
1.	<input checked="" type="checkbox"/>	Recall
2.	<input type="checkbox"/>	Other Opportunities

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