

TIPS for Submitting Job Selection Packages for Approval

1	<p>Hiring / Justification Memorandum (original)</p> <ul style="list-style-type: none"> • Original Hiring/Justification Memo <ul style="list-style-type: none"> - addressed from Division Director to HR Director through Deputy Secretary • List 1st, 2nd and 3rd choice candidates • Additional choices may be listed, if applicable
2	<p>Applicant Referral Record Documentation Form (original)</p> <p>** Found on HRM’s Website: http://www.doa.state.nc.us/hrm/forms.htm</p> <ul style="list-style-type: none"> • Selected Candidate (Choice #1) – Name, Date Interviewed and job-related narrative of why person is the best fit for the job. <p>Example: Ms. Doe has a Bachelors Degree in Business Administration and 8 years experience above what is minimally required for the position. She has strong oral communication skills, word processing and data processing experience with MS-WORD, access and excel. All are essential for this position.</p> • Second Choice Candidate - Name, Date Interviewed and job-related narrative of why person is the best fit for the job. <p>Example: Mr. Jones has a High School Diploma and 5 years experience above what is minimally required for the position. He has strong oral communication skills, word processing and data processing experience with MS-WORD, access and excel. All are essential for this position.</p> • Third Choice Candidate - Name, Date Interviewed and job-related narrative of why person is the best fit for the job. <p>Example: Ms. Smith has an Associate Degree in Business Administration and 2 years experience above what is minimally required for the position. She has strong oral communication skills, word processing and data processing experience with MS-WORD, access and excel. All are essential for this position.</p> • The first page of this form must be signed and dated by Division Director and Authorized Division Representative (hiring manager). • Remaining “highly qualified” candidates (those interviewed) are listed next on the continuation sheet. <ul style="list-style-type: none"> ○ Interview Date ○ A minimum of 1 code is required. ○ Additional codes may be listed as appropriate ○ The alpha letter and number (A1, D20 etc.) should be included • Remaining applicants (those not interviewed, but minimally qualified) <i>Do Not need to be listed individually.</i> • Just type “All Other Applicants” – and use code B9 (application does not reflect/meet “select criteria” for Most Qualified candidates). <p>Please see new ARRD form that now has both the PMIS and BEACON position number space.</p>

<p style="text-align: center;">3</p>	<p>Selected (1st Choice) Candidate's Material</p> <ul style="list-style-type: none"> • Applicant Referral Record Documentation Form. Signed and dated (signed original) by the Division Director and Authorized Division Representative (hiring manager). • Applicant Referral Record Documentation Continuation Sheet(s). Signed and dated (signed original) by the Division Director and Authorized Division Representative (hiring manager). • Non-Selection Reasons Checklist • Interview Team/Committee Recommendation (overall consensus) form • Structured Interview Questionnaire (Record of Interview) with responses (original) • Application (original) • 1 copy of Application • Any In-Basket Exercise (if given) • Competency Assessment Form (if career-banded position) • Copy of Competency Profile of position (supplied by HRM) • DOA Permission for Reference Release form (signed and dated by applicant) • Completed DOA Reference Check Form(s) • Completed Screening Summary Form <p>Clip or rubberband all of the above (including Hiring/Justification Memo) together</p>
<p style="text-align: center;">4</p>	<p>2nd Choice Candidate's Material</p> <ul style="list-style-type: none"> • Copy of signed original Applicant Referral Record Documentation Form. • Copy of signed original Applicant Referral Record Documentation Continuation Sheet(s). • Structured Interview Questionnaire (Record of Interview) with responses (original) • Application (original) and any In-Basket Exercise (if given) • DOA Permission for Reference Release form (signed and dated by applicant) • Completed DOA Reference Check Form(s) – <i>if conducted</i> <i>Divisions may choose to conduct reference checks on as many applicants interviewed, as you deem appropriate to assist you in making a selection decision.</i> <p>Staple or Clip together in order, as a set</p>
<p style="text-align: center;">5</p>	<p>3rd Choice (4th, 5th, 6th, etc.) Candidate's Material</p> <ul style="list-style-type: none"> • Copy of signed original Applicant Referral Record Documentation Form. • Copy of signed original Applicant Referral Record Documentation Continuation Sheet(s). • Structured Interview Questionnaire (Record of Interview) with responses (original) • Application (original) and any In-Basket Exercise (if given) • DOA Permission for Reference Release form (signed and dated by applicant) • Completed DOA Reference Check Form(s) – <i>if conducted</i> <i>Divisions may choose to conduct reference checks on as many applicants interviewed, as you deem appropriate to assist you in making a selection decision.</i> <p>Staple or Clip each choice together, in order, as a set</p>
<p style="text-align: center;">6</p>	<p>All Other Most/Highly Qualified Applicants (both interviewed and not interviewed)</p> <ul style="list-style-type: none"> • Structured Interview Questionnaire (Record of Interview) with responses (original) • Application (original) • DOA Permission for Reference Release form (signed and dated by applicant if interviewed) • Completed DOA Reference Check Form(s) – <i>if conducted</i> <p>Bundle together in alphabetical order If you have a Most/Highly Qualified applicant who did not interview due to any of the "A" codes on the Non-Selection Reasons Checklist, include their application in this bundle and put sticky note on top of application as to reason why not interviewed.</p>
<p style="text-align: center;">7 & 8</p>	<p>Other Referred (Minimally Qualified) Applicants – not screened Most/Highly Qualified</p> <ul style="list-style-type: none"> • Application (original) - Submitted in alphabetical order <p>Return any other relevant information (interview call set up sheet, Education & Work Experience Credit Worksheets, etc.)</p>

Questions about the process or procedure may be directed to Bob Schultz in the Human Resources Management Office at (919) 807-2487.