

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) and the original and two copies submitted with the hiring packet. • 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, B7, D16 etc.) should be included • List remaining applicants (those not interviewed) are listed in alphabetical order – beginning with last name first. <ul style="list-style-type: none"> ○ A minimum of 1 code is required. ○ Additional codes may be listed as appropriate ○ The alpha letter and number (A1, B7, D16 etc.) should be included

<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 • Structured Interview Questionnaire (Record of Interview) with responses (original) • Application (original) • 2 copies of Application • 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) • DOA Permission for Reference Release form (signed and dated by applicant) • Completed DOA Reference Check Form(s) – if conducted <p>Staple 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) • DOA Permission for Reference Release form (signed and dated by applicant) • Completed DOA Reference Check Form(s) – if conducted <p>Staple each choice together, in order, as a set</p>
<p style="text-align: center;">6</p>	<p>All Other 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) • Completed DOA Reference Check Form(s) – if conducted <p>Divisions may choose to conduct reference checks on as many applicants interviewed, as you deem appropriate to assist you in making a selection decision.</p> <p>Bundle together in alphabetical order If you have a 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</p>	<p>Other Referred (Minimally Qualified) Applicants – not screened Highly Qualified</p> <ul style="list-style-type: none"> • Application (original) • Submitted in alphabetical order as listed on the Applicant Referral Record Documentation Form • A minimum of 1 code is required on the Applicant Referral Record Documentation Continuation Sheet

Questions about the process or procedure may be directed to Bob Schultz or Gayle Stephenson in the Human Resources Management Office at (919) 807-2480.