

Employment Offers Policy

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§ 1. Internal Agency Procedures

In addition to the selection limitations and special considerations, each agency has internal procedures for applicant referral, interviewing, reference checking and other conditions that must be met before an employment offer is extended. The agency human resources office will provide these procedures.

§ 2. Position Vacancy

An appointment may be made only if a classified and budgeted vacancy exists in the position complement authorized for the agency. Questions about funds should be directed to the Office of State Budget and Management

§ 3. Cross-References

For appointments, see the Appointment Types and Career Status Policy.

For setting a salary for an employment offer, see the Pay Administration Policy.

§ 4. Accelerated Hiring Pilot Program**§ 4.1. Contingent Offers**

Agencies are authorized to make job offers as soon as possible after the completion of interviews for a position. This includes, but is not limited to, offers contingent upon satisfactory reference checks or background checks.

OSHR will provide further guidance on ways to increase the speed of hiring no later than January 2024.

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§ 5. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(4\)](#) which authorizes the Commission to establish policies governing recruitment programs designed to promote public employment, and attract a sufficient flow of internal and external applicants; and determine the relative fitness of applicants for the respective positions.
- [N.C.G.S. § 126-4\(6\)](#) which authorizes the Commission to establish policies governing the appointment, promotion, transfer, demotion, and suspension of employees.
- [N.C.G.S. § 126-4\(10\)](#) which authorizes the Commission to establish policies governing ...programs and procedures as may be necessary to promote efficiency of administration and provide for a fair and modern system of personnel administration.
- Section 39.3(b) of the 2023 Appropriations Act, [Session Law 2023-134](#) requiring the Commission to authorize agencies to make job offers as soon as possible after the completion of the interviews for a position. This pilot shall include, without limitation, authorizing agencies to make job offers that are contingent upon satisfactory reference checks and, if required, satisfactory background checks.

This policy is compliant with:

- [25 NCAC 01H .0634](#)

§ 6. History of This Policy

Date	Version
December 1, 1995	First version. No previous history available.
November 1, 2013	HB 834 – Modernization of the Human Resources Act changed G.S. 126 to include a new definition for probationary period. The period changed from three to nine months to a consistent twenty-four months of continuous SHR employment in a permanent position.
August 23, 2017	This policy was updated to reflect August 2016 changes to the timeline for career status and probationary periods from 24 months to 12 months in conjunction with HB 495 and the extension of the probationary period for law enforcement officers and forensic scientist pursuant to HB 495 and HB 1044. Additionally, the term

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	trainee was removed as employees coming into State government will either be identified as probationary, permanent, or time limited.
August 6, 2020	Policy reviewed by Deputy Director – Recruitment and Rewards Division to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Reported to SHRC on August 6, 2020.
October 19, 2023	<ul style="list-style-type: none"> • Combined Sections 3, Appointment and 4, Salary Determination into one section, Cross References. • Deleted outdated policy language and replaced with references to the Appointment Types and Career Status Policy and the Pay Administration Policy. • Added a new Section 4, Accelerated Hiring. • Added a new Section 4.1, Contingent Offers, that authorizes agencies to make offers as soon as possible after the interview process, including making contingent offers. • Deleted Section 5, Final Commitments. • Added a Sources of Authority Section.