

RECRUITMENT AND POSTING OF VACANCIES  
SUMMARY OF POLICY REVISIONS

6-1-1985	New Policy
10-1-1987	Posting policy revised to comply with 1986 Immigration Reform and Control Act.
7-1-1989	<p>Revised to include legislative requirements for not filing jobs for 21 days when listed with Employment Security Commission</p> <p>Included legislation requirement for certifying compliance with Military Selective Service Act.</p> <p>Revised procedures for posting vacancies – must post salary if exception to promotional increase</p>
6-1-1992	<p>Revised recruitment policy to include statutory provisions for priority reemployment when notified of a reduction in force.</p> <p>Revised recruitment procedures that when a vacancy is listed with Employment Security System, the vacancy has a classification for which the State Personnel Commission has recognized that candidates are in short supply and if the agency is hindered in providing essential services of the agency, the Employment Security Commission may waiver the waiting period for agency to fill the position.</p>
8-1-1995	Deleted special recruitment program (targeted toward persons with skills or attributes).
9-17-1997	Revised to implement provisions of SB 886 (nonpolitical selection of the most qualified).
2-7-2000	Example added to “Posting Requirements Not Applicable” (Page 5) to clarify that agencies will not be required to openly recruit when a lateral appointment is made of an individual who has completed the requirements of the Governor’s Public Management Fellowship Program or the Model Cooperative Education Program.
11-1-2000	Advisory Note added to specify that applicants must meet the minimum training and experience requirements to fill positions that are not posted.
3-1-2007	<ul style="list-style-type: none"> <li>-New policy statement</li> <li>-Added clarification of the statute that requires written notification when positions are designated exempt.</li> <li>-Changed required posting period from seven to five working days.</li> <li>-Added requirements for vacancy postings for banded classes</li> <li>-Defined “state government workforce”</li> <li>-Clarified that the decision not to post must be based on a bona fide business need and added examples of when an agency might make this decision</li> </ul>

4-1-2008	Corrected the rule citation on Page 4
4-1-2009	(1) Incorporates the rule change that allows a resume to be accepted in lieu of an application. (2) Requires that persons claiming veterans' preference submit a DD Form 214, Certificate of Release.
3-1-2010	Deleted provision to allow the use of a resume instead of the Application for Employment (Form PD-107) upon initial application. This will ensure more uniform opportunity to provide information.
7-1-2010	Includes competency level as a requirement for the vacancy announcement for banded classes. This rule was changed August, 2009 but was not updated in the policy
7-1-2014	Remove requirement for agencies to maintain an individual, State HR Commission approved Merit Based Recruitment and Selection Plan. In addition, advisory notes were removed and incorporated into the policy as appropriate. The advisory note related to hiring ranges was deleted.