


Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

**MEMORANDUM**

TO: Human Resources Directors  
CC: Agency Heads and Chief Deputies  
OSHR Leadership Team  
FROM: Glenda Farrell, Chief Deputy   
Kristin Siemek, State Talent Acquisition Manager  
DATE: May 5, 2023  
RE: New Statement for Job Postings, Effective June 1, 2023

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As part of [Executive Order 278](#), Recognizing the value of Experience in State Government Hiring – as well as pending legislation that also will support reducing barriers to jobs – OSHR has developed a statement to be included in job postings, effective June 1, 2023:

***Some state job postings say you can qualify by an “equivalent combination of education and experience.” If that language appears below, then you may qualify through EITHER years of education OR years of directly related experience, OR a combination of both. See [oshr.nc.gov/experience-guide](https://oshr.nc.gov/experience-guide) for details.***

Developed in collaboration with a working group of agency HR peers, the statement was presented as information to the State Human Resources Commission (SHRC) during its April 20 meeting. It is provided today to help advance your agency’s plan to begin using the statement in job postings no later than June 1.

EO 278 requires that all Cabinet agencies add this language to all job postings, and we encourage all others to include this statement to boost the recruitment of qualified candidates to relieve the persistently high rate of vacancies across state government. This language should appear in italics and bold at the top of the Minimum Education and Experience section of the job posting as shown below.

-continued, see next page-

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

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Bachelor's degree, typically in Human Resources or related field from an appropriately accredited institution and 4 years of experience required; or High school or General Educational Development (GED) diploma and 6 years of progressive experience in Human Resources; or Equivalent combination of education and experience.

Please note that the statement includes a new OSHR resource, an online [Education and Experience Equivalency Guide](#) that will help job seekers and agency HR professionals understand how directly related experience may be counted toward meeting minimum qualifications. The online guide, [EO 278 FAQs](#) and the [Recruitment and Posting of Vacancies Policy](#) web pages all will refer to each of these resources.

Contact State Talent Acquisition Manager [Kristin.Siemek@nc.gov](mailto:Kristin.Siemek@nc.gov) if you have questions.