



Eastern North Carolina School for the Deaf  
Wilson, North Carolina

Dr. Michele Handley

School Director

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## Human Resources Recruitment Life Cycle and Selection Process Procedure

1. Position becomes vacant.  
Hiring manager should determine if vacant position will be posted/advertised as the current classification or will position be utilized differently.
  - ✓ If position is to be utilized as a different classification, contact Human Resources
2. Posting/Advertisement must be created. Based on the position description, hiring manager will provide a description of the desired candidate.
  - ✓ If hiring manager does not have position description, contact Human Resources
  - ✓ If hiring manager does not already have a posting, contact Human Resources
3. Hiring manager creates requisition in the NEOGOV Applicant Tracking System
  - ✓ Follow the instructions in the **Manager Creates Requisition** procedure.
4. Vacant position is posted/advertised by Human Resources staff for a minimum of 2-weeks or continuously for hard to recruit positions.
  - ✓ Human Resources staff will advise Hiring Manager when position is posted and provide closing date if applicable.
  - ✓ Human Resources staff will provide Hiring Manager and the Digital Communications and Graphic Specialist with a link to active posting.
5. Upon closing of the position, the highly qualified applicants will be forwarded to the hiring manager.
  - ✓ Hiring manager will receive an email from NEOGOV that applicants have been referred.
  - ✓ Human Resources staff will advise hiring manager when applicants have been referred.
6. Hiring manager reviews referred applicants.
  - ✓ If hiring manager deems no applicants in the referred pool are to be interviewed, the hiring manager should notify Human Resources via email providing justification for not conducting interviews amongst the current referred pool and request that the position be re-posted.
7. Hiring manager will schedule and conduct interviews.
  - ✓ Hiring manager will develop interview questions and ensure scoring method is included.
  - ✓ Hiring manager will ensure interview questions are approved by the School Director.
  - ✓ Hiring manager will compose interview panel and determine/schedule location for interviews.
  - ✓ Hiring manager will document scheduled interviews in the NEOGOV Applicant Tracking System.
  - ✓ Hiring manager will schedule Interpreter when applicable.
8. Hiring panel makes selection.
  - ✓ Hiring manager will move selected applicant to hired status in the NEOGOV Applicant Tracking System  
*\*\*Hiring manager will use a projected hire date as a place holder in NEOGOV. Human Resources will update the Exam Plan with accurate data when the Exam Plan is closed.*
  - ✓ Hiring manager will ensure all applicants on the "referred list" in NEOGOV have been moved to appropriate statuses, (e.g., rejected and provide non-selection reasons for each interviewed candidate).
  - ✓ If no selection is made (for non-continuous posting positions) the hiring manager will notify Human Resources as timely as is possible to re-post.
9. Hiring manager will submit hiring package to Human Resources.  
*\*\*If the School Director is not on the interview panel, the hiring package must be reviewed by School Director before submitting to Human Resources.*

A hiring package must include:

- ✓ Copy of vacancy announcement
  - ✓ All interview/selection materials – this includes all electronic applications printed out as part of your hiring process (in alphabetical order) and all interviewing materials (names of interviewers, interview questions/exercises, rating materials used for selecting and ranking candidates, etc.)
  - ✓ Provide reference checks from current or most recent employer listed on the application. A minimum of (3) are required. Reference checks should be documented on the **DPI Pre-Employment Reference Check Form**.
  - ✓ Provide signed **Nepotism Certification Form**. Nepotism form should include both the applicant and manager's signature, applicant's full social security number, position number, job classification title, and Department.
10. Human Resources will process the hiring package for the required workflow approvals.
  11. Upon approval of the hiring package, Human Resources will make the official offer to the candidate.
    - ✓ A hire date of the 1<sup>st</sup> Monday of the 1<sup>st</sup> week in any given month will be the default start date unless a different hire date has been pre-determined.
    - ✓ Hiring manager will be copied on the Official Offer email.
    - ✓ Hiring manager will provide Human Resources with rejection letters for all candidates interviewed.
  12. Human Resources will alert via email the ENCSD Leadership Team of the new hire name, position and start date.
  13. Human Resources will schedule a pre-employment screening meeting with selected applicant. Pre-employment screening meeting includes:
    - ✓ Consent for criminal background check
    - ✓ Consent for drug screening
    - ✓ Consent for Sex Offender Registry check
    - ✓ Federal I-9 completion
    - ✓ Emergency Notification completion
    - ✓ Tax withholding forms completion
    - ✓ Direct deposit information
  14. Hiring manager will process the **New Employee Orientation Schedule/Onboarding and Separation Checklist** per the **Onboarding and Separation Procedures** 10 business days prior to the start date.
    - ✓ Hiring manager will notify all staff responsible for dispersing property and/or providing accesses that are listed on the **New Employee Orientation Schedule/Onboarding and Separation Checklist** form. Email notification and attaching the completed document is recommended.
    - ✓ Hiring manager will send ENCSD rejection letter(s) to all candidates interviewed and provide Human Resources with copies.
  15. New employee will participate in new employee orientation on the established start date per the **New Employee Orientation Schedule**.
  16. New employee will be established in the Payroll System.
    - ✓ Human Resources will provide via email New Employee Orientation Human Resources presentations which include links to policies and procedures as they relate to the employee's employment.
    - ✓ Employee will be provided with FIORI time entry training.
  17. Human Resources will close the Exam Plan in NEOGOV.
  18. FOR Non-CERTIFIED/GS126 EMPLOYEES ONLY: Supervisor will create a **Permanent Status Recommendation** form and conduct review meetings regularly during the probationary period. Form will be used to make recommendation for permanent status by the 12<sup>th</sup> month. Completed form is submitted to Human Resources.
  19. FOR Non-CERTIFIED/GS126 EMPLOYEES ONLY: Supervisor will assist the new employee in creating a Performance Plan in the NC VIP System within 30 days of the date of hire.

Reference: [STATE HUMAN RESOURCES MANUAL/Recruitment and Posting of Vacancies Policy](#)/ Effective: June 1, 2023 (this policy does not apply to 115c positions).