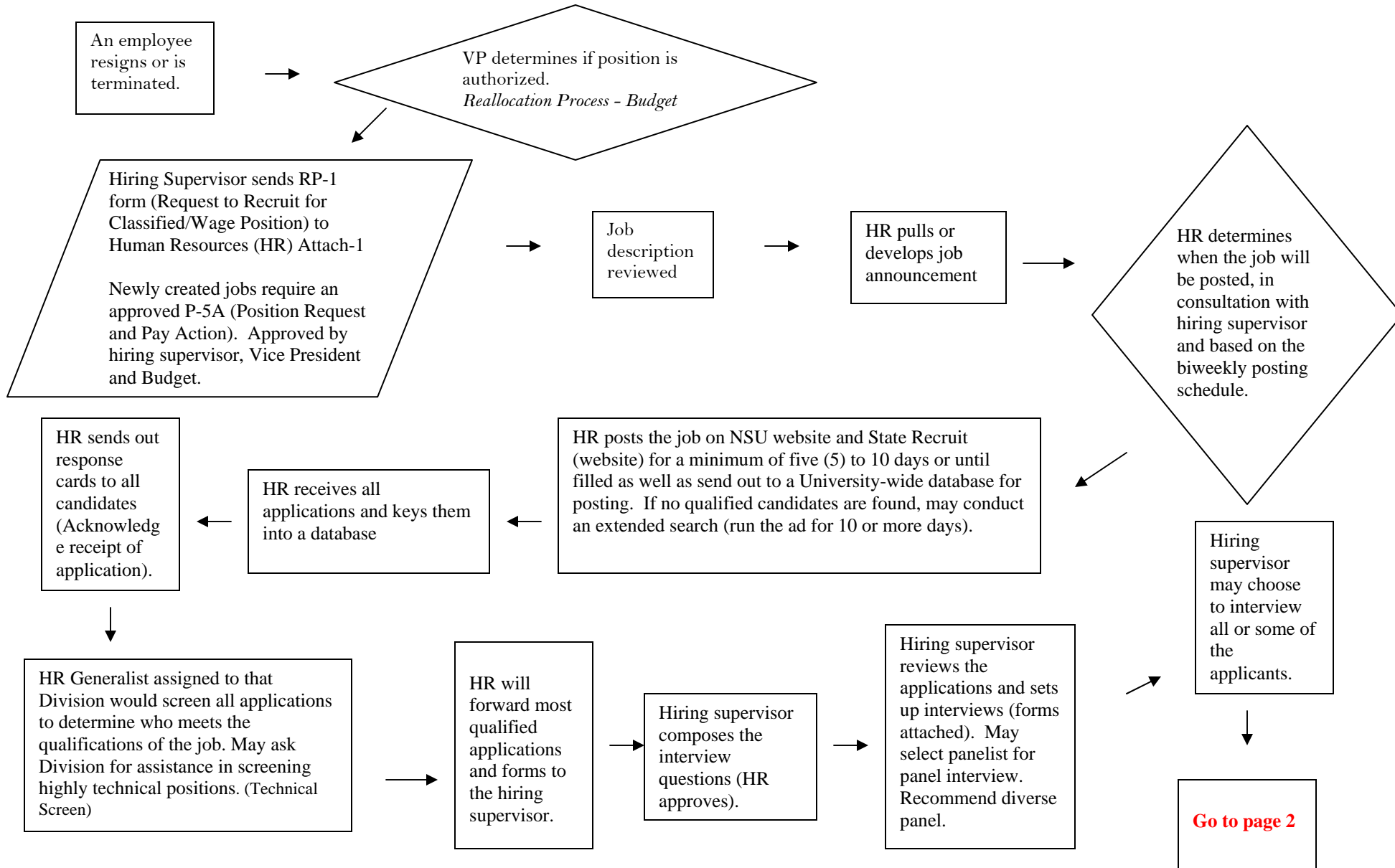


January 28, 2004

RECRUITMENT PROCESS FOR CLASSIFIED EMPLOYEES



Candidates interviewed and a candidate is selected by the hiring supervisor.



References are checked by hiring supervisor. Use HR form. Will check work and/or personal references. **(form attached).**



Hiring supervisor in consultation with HR makes the contingent offer to the selected candidate. Will also complete hiring form and return all forms and applications to HR **(RP-4 Record of Interview/Selection Form)**

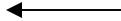


HR will run criminal and/or credit checks on the recommended candidate. These checks will be based on the identified position. Checks take up to 48 hours from the vendor.



Selected candidate is contacted by HR and asked to come in to complete authorization forms, and finger printed-based criminal history check. A **Contingent Offer Letter** will also be available for the candidate.

Transfers from other state agencies will follow the same procedures.



If the position is designated as "sensitive" the candidate must undergo a fingerprint based criminal history check



HR sends out a contingent offer letter of hire to the candidate with the start date and conditions of employment. If the criminal history and/or credit check shows concern, HR will review and recommend whether the individual should be terminated.,



If the candidate is terminated, HR notifies the hiring supervisor, who can either select the second candidate on the list or readvertise the position.