



DIVISION OF PERSONNEL RECRUITMENT AND CLASSIFICATION UNIT

FREQUENTLY ASKED QUESTIONS

- Q: What documents must be submitted with my applications?**
- A: The documents that you must submit with your application are as follows: proof of citizenship, social security card, educational documents and a valid photo ID. A US Passport will satisfy our proof of citizenship and photo id requirements. Additionally, training certificates, resume and DD 214 if applicable may also be submitted to support your application.
- Q: I was told that my name would be placed on the list. Exactly what list was my name placed on?**
- A: If you meet the minimum qualifications for the position that you applied for or successfully passed the required exam, your name was placed on the Eligibility List for the respective position. Once we receive a request from a department to fill a vacancy for that position and your name is in line to be certified, your name will be placed on a Certification List, which is sent to the hiring department.
- Q: I know there is a vacancy at an agency, but when I visited your office I was told that the list is closed and I cannot apply for the position. Why can't I apply for a position that is on your closed list?**
- A: A list is closed due to the fact that over the course of our open recruitment process, the Division has amassed a large number of qualified applicants for the position. Only current government employees may apply for positions that are on our Closed List.
- Q: If I earned my degree via a correspondence high school or online degree program, will the Division of Personnel accept it?**
- A: Yes. If your correspondence degree was earned at an institution that is listed on either of the following websites, www.detc.org or www.chea.org, it will be accepted. However, if it was earned from an institution that is not listed on the above referenced websites, you will be limited to positions that require examination as part of the qualification process.
- Q: Why can't I find out where I rank on the Eligibility list?**
- A: We do not identify your rank on the list due to the fact that our negotiated contracts with various unions state that unionized employees have first preference for any position that becomes available. So on a day-to day basis, your rank may change based on the number of unionized employees that qualify for the position.
- Q: I received a letter stating that I was qualified for the position. Is this the letter that I take to the various departments so they can schedule me for an interview?**
- A: No. This letter is for your records so that you can maintain a record of what you have applied for and been found eligible or ineligible for at the Division of Personnel. The letter that authorizes you to make contact with the hiring agency will be entitled Notice of Certification of Eligible Letter. This letter will tell you the position title, department and the name of the person you need to contact to schedule an interview.

Q: How are tests conducted by the Division of Personnel?

A: The Division has migrated a number of exams to a new computerized testing system. It is recommended that all potential testers familiarize themselves with the operation of a mouse on a computer.

Q: Do I have to submit a new application each time I apply for a position?

A: No. You simply need to fill out a "*Job Interest Card*" and any supporting documentation that will assist you to qualify for the new position.

Q: Do I have to see a Personnel Analyst to apply for a job?

A: No. You may apply for positions from our lobby area by completing an *Employment Applicant, Job Interest Form or Transfer/Promotional Form*.

Q: How long does it take for the Division to process my application or Job Interest Card?

A: Due to the large volume of applications, job interest cards and transfer/promotional forms received it is difficult for us to pinpoint an exact time frame that you will receive a response from us. The longest you should have to wait for a response is thirty (30) business days.

Q: After I am qualified, how soon will I be called for an interview?

A: It may take a few weeks to a few years. It all depends on frequency of request for that position and the number of candidates that were on the list ahead of you. So we ask that you are as patient as possible and permit the process to work.

Q: My high school diploma was lost in a hurricane; can I apply for a job that requires a high school diploma?

A: It is recommended that prior to applying for the position, that you contact the Board of Education to obtain a certified letter indicating that you have earned a high school diploma. If you earned a GCE, GCSE, CEE, GXE or other British Educational Certificate, you may download and complete the [EDEXCEL](#) form to receive a Certifying Statement which can be submitted as proof of education.