
VACANCY ANNOUNCEMENT PROCESS CHEAT SHEET

- **What is required to start the vacancy notice process?** Completed PRF to verify funding approval must be submitted as an attachment in the requisition process of NEOGOV system. For exempt positions: email request for class review to ensure position meets exempt criteria, PRF attachment, exempt job description in word format, creation of requisition in the NEOGOV system.
- **What are the content areas for the vacancy announcement posting?** position title, location, salary range, posting period, job definition, required education/experience, how to apply statement, agency certifying officer signature, and government EEO statement. (DOP controlled in NEOGOV)
- **Can the vacancy announcement posting period be altered to reflect less days?** No, a standard 10 business working days for posting is required. Our system is automated which allows the candidates to apply around the clock until 11:59 pm of the closing date.
- **What are the options if the online posting does not yield sufficient pool of candidates?** if there is less than 3 names we can reopen and extend the posting period. But, all candidates on the list must be exhausted and notified, then request must be made for the extension. The other option is to delegate the recruitment responsibility to the agency to advertise to newspaper, radio station and organizations deemed necessary as an attempt to facilitate the recruitment effort. HR can request for a position to be extended for up to an additional five (5) days.
- **Can the agency post the position without DOP approval?** No, the vacancy announcement process is controlled by DOP in the NEOGOV system. The agency, however, can download the vacancy announcement once approved in the requisition process. The announcement can be found on our website under the vacancy and can be posted on your bulletin, or other outreach methods acceptable by DOP standards.
- **How will employees be notified about current vacancies if they are on telework?** The HR can download the vacancy announcement from the DOP website and forward it to all employees via email.

- **Can the agency post the position at a salary beyond the starting salary for the assigned position grade?** *New appointments are normally made at the first step of appropriate salary grade for the job, plus any applicable pay differentials. Salary beyond the first step will be subjected to approval from Director of Personnel. It must be mentioned that if it is in-house promotion, then GVI/DOP promotional rules must be applied and funding approved. Under no conditions may agencies make any job offer above the first step without prior approval from the Director of Personnel.*
- **How does DOP handle positions that are difficult to recruit?** *We conduct an assessment then make a decision to add the affected position to the **continuous** recruitment program. This program allows for the acceptance of applications at any time. However, it is the agency's responsibility to access the referred listing and conduct the interview selection process prior to any extension on the program.*
- **What is the role of the agency regarding a position on the continuous recruitment program?** *The position must be identified as a hard to fill vacant position. DOP staff will advise the agency if there are no candidates for the vacancy, then it will automatically be placed on the recruitment continuous program until filled. But, it is subject each fiscal year for funding approval and agency must monitor and exhaust names submitted on any eligible list during the time period.*
- **If the agency already has multiple candidates internally is posting required? If so, what is the process?** *YES, posting is still required, because it is open competition as equal opportunity for all. The PRF should reflect departmental promotion only. This is indicated under "List type" in NEOGOV requisition process. This allows all internal candidates to vie for the vacancy. Reminder that all positions in government is considered a promotion. Please review organizational charts and sit with unit managers to access number of potential candidates to apply.*
- **What tool is utilized to help identify a position classification?** *We currently have the 2020 classification plan online for viewing. This is a complete listing of all classified titles and established classification grades.*
- **Should the department HR conduct interview/selection process for all candidates on the eligible list?** *There is no labor or employment law requiring an employer to interview every applicant on the eligible list. However, all employees must be treated equally. The general practice is that HR should only interview at least 7 of the best candidates on the list. HR along with the unit manager should review the application and/or resume and make the determination as to which candidate meets their specific organizational need, arrange the interview, and then make the selection accordingly. All the steps should be documented in NEOGOV resources made available to you. The HR must be able to defend who the best candidates to move forward with the interview process and to ensure no violation of Title 7 which speaks to discrimination due to race, national origin, gender, etc.)*

or violation of applicable CBA languages. All candidates must be notified of the status (see sample letters in the NEOGOV library).

- **Does DOP post only for classified positions within the central government?** No, we also post for classified, exempt, and vacancies from our semi-autonomous business partners on our website.
- **If an employee no longer works in the department HR unit, how is this handled?** Please provide an email regarding the change to be made to inactivate the account.
- **If an agency decides to cancel a position during or after the posting period culminates, what is the process?** The agency can edit the requisition in NEOGOV to cancel anytime. However, if candidates were referred for the selection process, then the agency is responsible to send a notice to the applicants regarding the status of the position.
- **How many days is the agency required to hold onto the referred list for processing.** 30 calendar days. Please adhere to the established timeline.
- **Does NEOGOV provide a tool for interview process?** Yes, it allows the HR officer a scheduling feature in the Hire Workflow, different rating methods, notice templates, offers, and hire authorization.
- **Is the agency required to send notifications to all applicants?** In NEOGOV, notifications templates are available for all of the interview/selection process.
- **Does NEOGOV allow the HR officer access to application record?** Yes, it allows the HR officer to see, download the individual application record along with any supporting documents provided as per the job vacancy.
- **How can I get access to NEOGOV system?** An email to Cindy Francis or designee with information such as position title of the employee, his/her HR role, along with email address will initiate the process that will activate the account.
- **How will government employees know about vacancy postings?** It is the responsibility of the HR officer to download and post a copy of the vacancy announcement from NEOGOV system in areas frequented by employees. Employees can also visit the DOP website to view vacancy announcement. Due to COVID challenges, we ask that you download a copy and email to all employees.
- **Are background checks required?** Yes. It is the responsibility of the hiring agency to conduct a background check on an applicant prior to a job offer.