



|   |   |  |
|---|---|--|
| <b>HUMAN RESOURCES</b><br><b>Standard Operating Procedures</b>                |   | <b>SECTION:</b> Employment   |
| <b>SUBJECT: Hiring Process Before &amp; After a Position Closes in NEOGOV</b> |   | <b>DATE:</b> 8/1/2018<br><b>REVISED:</b> <b>October 25, 2023</b><br><b>Pages:</b> <b>1, 2, 3</b> |
| <b>RELATED STANDARDS:</b> HR Best Recruitment Practices & PPPM Section 800.00 |   |  |
| <b>AMENDS or SUPERSEDES:</b><br>None  | <b>DISTRIBUTION:</b> Employment Analyst II, Employment Analyst I, HR Analyst Senior |  |
|   |   |  |

**DEPARTMENTS EXEMPT FROM ADVERTISING FOR POSITIONS ARE THOSE OF ELECTED OFFICIALS or WHO HAVE OPTED OUT OF PPPM**

1. AUGUSTA CANAL AUTHORITY
2. CIVIL & MAGISTRATE COURT
3. CLERK OF COURT
4. BOARD OF COMMISSIONERS
5. CORONER'S OFFICE
6. DISTRICT ATTORNEY'S OFFICE
7. SHERIFF'S OFFICE
8. STATE COURT
9. SUPERIOR COURT
10. PROBATE COURT
11. PUBLIC DEFENDER'S OFFICE
12. MARSHAL'S DEPARTMENT
13. MAYOR'S OFFICE
14. SOLICITOR GENERAL'S OFFICE
15. TAX COMMISSIONER'S OFFICE

\*Although Departments are exempt, they can still advertise and hire using the ATS, at their request.

\*Department Directors make final hiring decisions.

\*Human Resources makes recommendations only.

\*This SOP is subject to change.

### **REQUEST TO ADVERTISE:**

1. The “final version” of a job description is required before any position is advertised.
2. Department submits requisition using our ATS-NEOGOV with required documents.  
*(PPPM: Section 800.005 – Vacant Positions)*
3. Once requisition is approved, Human Resources posts position online. *(Date of advertisement varies.)*
4. Positions *may* be advertised for at least five (5) business days. Typically positions with high turnover or that are hard-to-fill may be posted continuously.  
*(Section 800.006 – Competitive Job Posting Process)*

### **CANDIDATE REFERRAL:**

1. Once position closes, Human Resources will screen all candidates for minimum qualifications within five (5) to seven (7) business days. The screening process is done using our ATS-NEOGOV.
2. Candidates who meet the minimum qualifications will be referred to the department for further review. *(Section 800.009 – Applicant Screening)*
3. For continuous postings, candidates will be referred to the department every two (2) weeks or as requested by the department.
4. The applicant referral list typically remains active for sixty (60) days, after which time the list will expire. This gives the department 60 days from referral to interview and select a candidate for hire.  
*(Section 800.009 – Applicant Screening)*
5. The department schedules interviews with their chosen candidates.  
*(Section 800.013- Interview Process)*

### **INTERVIEW PROCESS:**

1. Department selects interview panel with a minimum of three (3) individuals.  
*(Section 800.013 – Interview Process)*
2. Department enters interview dates/times into ATS-NEOGOV.  
*(Section 800.013- Interview Process)*
3. Department uses HR approved questions to conduct interviews.  
*(Section 800.013- Interview Process)*
4. Department notates and rates candidates during interview.  
*(Section 800.013- Interview Process)*
5. Department contacts two (2) to three (3) references for the top candidate(s) and completes references checks.  
*(Section 800.015 – Background Checks)*
6. Department submits entire interview packet to HR.

### **NEW HIRE SELECTION:**

1. Once department has decided on the top candidates(s), the department enters the new hire information into the ATS-NEOGOV. \*The Department Director or designee must APPROVE the hiring action in NEOGOV.
  - If the salary is above 10% of the pay grade, a justification memo should be submitted with the interview packet.
  - 10% - 14.99% above pay grade requires Administrator's approval; 15% or more above pay grade requires Commission approval.
2. Human Resources must have the completed interview packet and completed hiring action in NEOGOV before a contingent offer is made.
3. **DEPARTMENT DIRECTOR OR DESIGNEE MAKES THE FINAL DECISION IN THE HIRING SELECTION.**

### **ONBOARDING:**

1. Human Resources makes contingent job offer to candidate.  
*(Section 800.013-Interview Process & Section 800.014-Contingent Job Offer (CJO) Tentative Job Offer)*
2. Candidate completes new hire paperwork and pre-employment screenings within ATS-NEOGOV. Candidate is in communication with Employment Analyst(s).
3. If pre-employment screening results are acceptable, candidate attends scheduled New Employee Orientation.
4. If pre-employment screening results are unacceptable, the department is notified, and the contingent job offer may be rescinded.  
*(Section 800.017 – Rejection)*

