STATE OF HAWAII DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT **POLICIES AND PROCEDURES**	POLICY NO. 300.003 ESD/Recruitment	NO. of PAGES 6
	EFF. DATE 08/11/03	REV.NO./Date Rev. No. 1 10/27/03
TITLE: **COMPETITIVE RECRUITMENT FOR CIVIL SERVICE POSITIONS**	APPROVED: Kathleen N. A. Watanabe, Director	

I. POLICY

The recruiting agency, HRD, or a department with delegated recruitment authority, shall anticipate recruitment needs and conduct competitive recruitments in a consistent and methodical manner.

II. RATIONALE

Proper and timely recruitment actions support appointing authorities in ensuring that vacancies are filled with the most qualified appointees.

III. SCOPE

These procedures shall apply to recruitments that are conducted on an intra-departmental, inter-departmental, and open-competitive basis.

These procedures do not apply to the departmental internal vacancy announcement ("IVA") process or the use of non-civil service appointments to fill civil service positions.

IV. GENERAL PROVISIONS

WORKFORCE PLANNING

To the extent possible, the recruiting agency shall conduct a recruitment for the class or position in anticipation of a vacancy to provide for a ready pool of qualified candidates.

V. PROCEDURE

A. DETERMINING WHEN RECRUITMENT MUST BE CONDUCTED

1. The decision to recruit shall be according to the following principles:

   a. Recruitment shall be conducted for all civil service positions unless the appointment has a not-to-exceed ("NTE") date and it is impracticable to recruit under civil service recruitment procedures because the required probation period cannot be completed by the limitation date.

b. Civil service recruitment may be conducted for a position that has been deemed exempt from the classification system.

2. The recruiting agency shall determine the need to recruit under civil service recruitment procedures in consideration of the *Workforce Planning* provision as set forth above, but may waive recruitment for good reason, including, but not limited to the following:

a. The actual appointment period is uncertain, i.e., emergency or disaster relief services although an NTE date may be established,

b. The recruiting agency is unable to recruit in a timely fashion to satisfy the need of the appointing authority; or

c. Appointments are seasonal, e.g., tax season.

B. ANNOUNCING THE RECRUITMENT

1. The recruiting agency may consider the following parameters when scheduling recruitments:

a. A three month period is usually needed to establish an eligible list requiring an assembled examination. A one and one-half to two month lead time before the examination is often necessary.

b. A delay in the examination process may occur when a Subject Matter Expert ("SME") must score an examination.

c. Recruitments are announced on a first-in, first-out basis, except that:

i. Recruitments for classes or positions on the same island and/or with relatively similar minimum qualification requirements may be announced together for cost efficiency and since applicants may be drawn from the same applicant pool.

ii. Scheduling priority shall be given to positions affected by consent decree and court mandates, forecasted vacancies to reward workforce planning, annual recruitment for school-related positions, and positions that provide health, safety and education services.

d. Continuous recruitment coupled with an unassembled examination may be utilized to quickly establish eligibles in a crisis situation.

2. The recruiting agency may consider the following position-related factors to determine how a recruitment should be announced:

   a. The location of the vacancy, employment conditions, and date position must be filled,

   b. Minimum qualification requirements, including any selective certification requirements for the class and series;

   c. Salary rates of the class or related classes,

   d. Likely sources of qualified applicants, including within the department or executive branch,

   e. Historical information to determine likely applicant response such as number of applicants and eligibles from previous recruitments for the class or related classes, types of examination, periods of recruitment, and types of recruitment, i.e., intra-departmental, inter-departmental, or open-competitive recruitment.

3. The recruiting agency shall determine the period during which applications may be accepted and may consider the following practices:

   a. When recruitment-above-the-minimum is conducted, the recruitment period is not less than fourteen calendar days.

   b. For unskilled or registration classes, applications or interest forms are available only on an announced date, time, and location.

4. The recruitment and examination announcement shall contain the following information:

   a. Title and pay range of the class or proposed class;

   b. How to apply;

   c. Deadline to file applications;

   d. The minimum qualification requirements of the job; and

   e. Other information HRD deems necessary or desirable.

5. The recruiting agency shall take reasonable measures to ensure that competitive promotional announcements are brought to the attention or are accessible to all employees in the executive branch.

C. CANCELING THE RECRUITMENT

1. The recruiting agency may cancel a recruitment for good reason including, but not limited to, the following:

   a. The minimum qualification requirements for classification standards of the class are amended; or

   b. The class is abolished.

2. The recruiting agency shall notify the affected applicants and eligibles of the cancellation.

3. Canceling a recruitment ends an applicant or eligible's right to complaint under the internal complaint procedure or to the Merit Appeals Board.

D. CLOSING THE RECRUITMENT

1. The recruiting agency shall close its continuous recruitment by posting a notice of the closure at least one workday before the closing date. HRD shall post its notice in the State Recruiting Office and/or on its website and may send a notice of the closure to all announcement distribution sites at least two calendar days before the closing date. The department with delegated recruitment authority shall also post its notice in an appropriate and prominent location.

2. Applications received on or before the closing date shall be processed. Applications received after the closing date shall be rejected according to established practice.

E. ACCEPTING APPLICATIONS

1. All applications must be received by the deadline set by the recruiting agency.

2. The recruiting agency may determine a cut-off number at which applications shall be processed on a first-in, first-out basis, provided:

   a. The recruiting agency appropriately informs applicants about the plan to limit the number of applications.

   b. When the number of applications received by the deadline exceeds the cut-off number, the applications to be included for processing shall be in random order.

   c. The recruiting agency may exceed the cut-off number to meet the needs of service and shall process the additional applications in random order.

3. The recruiting agency may extend the period of recruitment. HRD shall post its notice of extension in the State Recruiting Office, on its website, and/or by any other means it deems appropriate. The department with delegated authority shall determine the means of notification.

4. The recruiting agency may accept applications after the closing date of the recruitment for any of the following reasons, provided the examination has not been administered:

   a. The late filer is a State employee who was not in the State during the recruitment period because of official government business;

   b. There is evidence that the announcement did not comply with the publication requirements of the applicable collective bargaining unit agreement; or

   c. For other reasons the recruiting agency deems appropriate.

F. APPLICANT AND ELIGIBLE'S COMPLAINT RIGHTS

Unless specifically barred, an applicant or eligible may request reconsideration of an adverse action take by HRD or an appointing authority through the internal complaint procedure ("ICP"). If unsatisfied with the result of the ICP, the applicant or eligible may file an appeal with the Merit Appeals Board. The response to the ICP should include a notice of Merit Appeals Board procedures in the event the applicant or eligible desires to pursue an appeal.

VI. AUTHORITIES AND REFERENCES

§ 76-22.5, Hawai`i Revised Statutes, *Recruitment*

§§ 14-3.01-1, *et seq.*, Hawai`i Administrative Rules, *Filling positions in the civil service*