

### 3.0 RECRUITMENT

The State Personnel Director shall administer a recruitment program. [Refer, Section 25-9-119 (2) (c), Mississippi Code of 1972, Annotated, as amended.] This program shall ensure the fair and equitable treatment of all applicants without regard to political affiliation, race, national origin, sex, religious creed, age, or disability. [Refer, Section 25-9-149, Mississippi Code of 1972, Annotated, as amended, and Intergovernmental Personnel Act Programs: Standards for a Merit System of Personnel Administration, 5 C.F.R. Section 900.603 and Section 900.604 (1983).]

#### 3.10 RECRUITMENT PROGRAMS

Recruitment shall be tailored to the number and nature of positions to be filled and to labor market conditions. The recruiting efforts of the State Personnel Director and agencies will be coordinated and carried out in a timely manner.

##### 3.10.1 Open Consideration of Qualified Candidates

The State Personnel Director shall respond to agency needs by developing methods of reaching qualified applicants. Recruitment efforts for initial appointments shall be planned and carried out in a manner that ensures open competition and equal consideration of all qualified candidates, except as provided in Section 4. Recruitment activities may include, but not be limited to, contact with institutions and organizations, personal contact, and public announcements.

##### 3.10.2 Regular Recruitment

The State Personnel Director shall initiate recruitment efforts in response to current or projected agency staffing requirements. Agencies that anticipate vacancies due to circumstances such as a termination, transfer of an employee, or authorization for additional positions, may request that those positions be placed on recruitment to build a list of eligible applicants. Recruitment to build a list of eligible applicants may be authorized by the State Personnel Director.

Agencies will use the SPAHRS Recruitment Master List screen to request recruitment to build a list of applicants. Agencies using the SPAHRS Recruitment Master List screen are requested to notify the State Personnel Director when an appointment has been made to the position. The position will be assigned a closing date of five (5) working days from the date of notification.

##### 3.10.3 Special Recruitment

The State Personnel Director may initiate additional recruitment efforts for certain difficult-to-fill job classifications or upon agency requests. In order for the State

Personnel Director to coordinate agency recruitment efforts, agencies will advise the State Personnel Director five (5) working days in advance, when planning is initiated for any and/or all recruitment efforts and/or advertising. Notification is essential to enable the State Personnel Director to ensure that the agency recruitment efforts are in accordance with state policy and procedure.

Agencies that require the assistance from the State Personnel Director in developing special recruitment plans must notate on the SPAHRS Recruitment Master List screen the obstacles that inhibit recruitment. Information must include, in detail, any special qualification required, and the reason for the requirement, noted in the area designated for notes on the screen. The State Personnel Director determines the dates and length of the special recruitment period.

#### **3.10.4 Authority to Take a Position off Recruitment**

Positions placed on recruitment may be assigned a closing date due to, but not limited to, the following circumstances:

- A. a vacancy has been filled;
- B. there is an adequate list of eligible applicants;
- C. a class specification revision has been initiated; or
- D. there is a request by the appointing authority.

Positions placed on recruitment for an indefinite period may not be assigned a closing date until an adequate list of names is acquired or a vacancy is filled. The authority to take a position or occupational class off recruitment rests with the State Personnel Director.

#### **3.10.5 Determination to Place a Position on Recruitment**

The decision to recruit for a position or occupational class may be determined by the following:

- A. the number of names currently on the List of Eligibles - (per request);
- B. the number of positions in the occupational class - (per request);
- C. the adequacy of the existing list and the length of eligibility time remaining for applicants;
- D. special qualifications under which an agency desires recruitment.

The final determination to place a position or occupational class on recruitment shall rest with the State Personnel Director.

### **3.10.6 Length of Recruitment**

Once a position or occupational class has been placed on recruitment, it may be recruited continuously in accordance with Sections 3.20 and 3.30 until it is taken off recruitment in accordance with Section 3.10.4. The State Personnel Director may elect to take the position off recruitment when deemed appropriate.

### **3.10.7 Non-State Service Recruitment**

The State Personnel Director does not determine recruitment programs for non-state service positions. However, recruitment or advertising for these positions must be coordinated with the State Personnel Director in accordance with the requirements of Section 3.40.1.

Agencies with non-state service positions that wish to recruit may request assistance from the State Personnel Director. Staff will be available to assist in the development of a plan for recruitment that addresses procedures such as posting of announcements, advertising, evaluation, and referral procedures for applicants.

## **3.20 RECRUITMENT ANNOUNCEMENTS**

Recruitment announcements shall, at a minimum, be listed at the Mississippi Department of Employment Security Workforce Investment Network (WIN) job centers and the State Personnel Board web site. All recruitment announcements shall be advertised for not less than five (5) working days.

## **3.30 CONTENT OF ANNOUNCEMENT**

Recruitment announcements may contain the State Personnel Board class specification of the vacancy or the equivalent of a Mississippi Department of Employment Security job announcement, including the following: title of the position, summary of education and experience requirements, beginning and ending dates of recruitment, salary, and geographic location.

## **3.40 ADVERTISING**

For special recruitment purposes, the State Personnel Director may utilize advertising to supplement the public notice requirements of Section 3.20.

### **3.40.1 Agency Advertising Efforts**

Agencies must coordinate their advertising efforts with the State Personnel Director. Commercial advertising shall be at the expense of the requesting agency unless the State Personnel Board sponsors the advertising and provides the agency with prior written confirmation of sponsorship. Prior notification will ensure that:

- A. the job title is correct and the position is placed on open recruitment;
- B. the brief summary of education and experience requirements is reviewed for consistency;
- C. special qualifications are developed (when applicable);
- D. the statement "An Equal Opportunity Employer," is included in the advertisement;
- E. the State Personnel Director is aware of the agency's intentions and will be able to provide information to applicants regarding the advertisement;
- F. agency advertisements do not request that resumes be forwarded to the State Personnel Board or the local Mississippi Department of Employment Security Workforce Investment Network (WIN) job centers. Any exception to this procedure must be approved by the State Personnel Director;
- G. the address where applications are to be sent is correct on the advertisement; and
- H. the State Personnel Director may determine the dates and length of the advertising.

Agencies may use SPB Form 140-89, Notification of Job Advertisement by Agency, to coordinate their advertising efforts with the State Personnel Director. A sample of SPB Form 140-89 may be found on page 6 of this chapter.

### **3.40.2 Notice of Advertising**

Appointing authorities will notify the State Personnel Director at least five (5) working days prior to all recruitment advertising, whether the advertising is donated, paid for by the agency, or sponsored and paid for by the State Personnel Board.

### **3.50 RECRUITMENT AND COUNSELING**

The State Personnel Board will provide information and assistance to state agencies and applicants. These services may include, but are not limited to: recruitment efforts; the processing of applications; and counseling/assistance regarding the evaluation and selection processes.

The State Personnel Director, on a time-available basis, may provide state government employment information on non-state service positions listed in Section 25-9-107 (c), Mississippi Code of 1972, Annotated, as amended.

### **3.60 EXEMPT STATUS RECRUITMENT AND SELECTION**

The State Personnel Director does not determine recruitment programs for job classes or positions exempted under Rule 4.11.9. However, Recruitment or advertising for these classifications must be coordinated with the State Personnel Director in accordance with the requirements of Section 3.40.1.

Appointments to non-competitive occupational classes exempted from the selection process by action of the State Personnel Board may not be made from a Certificate of Eligibles. The State Personnel Director only certifies candidates referred by the appointing authority who meet the minimum requirements for the occupational class.

Each appointing authority is responsible for all hiring decisions pertaining to that specific agency.

SPB Form 140-89 Rev. 3/93	<b>STATE PERSONNEL BOARD NOTIFICATION OF JOB ADVERTISEMENT BY AGENCY</b>		
Agency			
Contact Person Address Phone No.			
Signature		Date	
Title of Position		Occu Code	
Recruitment Request Date		Anticipat ed Fill Date	
Date of Request for Certificate of Eligibles			
Advertising Copy			
Run Date(s)	Publication Name	Authorization	
Send Form To	State Personnel Board Attn: Recruitment Branch Robert G. Clark, Jr. Building 301 North Lamar Street, Suite 203 Jackson, MS 39201		

SPB Form 140-89 Rev. 3/93	<b>STATE PERSONNEL BOARD NOTIFICATION OF JOB ADVERTISEMENT BY AGENCY</b>		
Agency			
Contact Person Address Phone No.			
Signature		Date	