



DEPARTMENT OF MILITARY & VETERANS AFFAIRS GUIDELINE FOR FILLING A STATE VACANCY

This document describes the process used at the Department of Military & Veterans Affairs to begin the process of filling a vacancy. For ease and to provide for step-by-step instruction, this guideline is formatted in the form of a checklist.

Before a supervisor may begin the process to fill a permanent vacancy, the following items should be conducted:

- Check with your fiscal officer to ensure that available funds exist to support an ongoing position to include benefits.
- Review the position description on file in Human Resources to ensure that the position is accurately portrayed.

If

it needs adjustment, it is important to update prior to recruitment progressing as the position description drives the contents of the announcement.

- Complete DMVA's Personnel Action Form requesting recruitment for your position (or update of position description). Gain signatures that signify approval and submit to Human Resources. HR is unable to proceed without the proper approval signatures.

In conjunction with Human Resources, you will determine/discuss the following:

- Job Analysis Identification
 - >Identify Knowledge, Skills, and Abilities (KSA's) and other competencies needed for position.
 - >Identify Minimum Qualifications
- Type of announcement.
 - >Open Competitive
 - >Internal Promotional
 - >Statewide Promotional
 - >Transfer
 - >Reemployment List
- Length of announcement (minimum is three business days).
- Release date
- Exam plan
- Subject matter experts to use during the process
- Advertising the position in external publications/locations
- Interviewing candidates
- Checking references and prior employers
- Offering the position
- Salary
- Complete a Personnel Action Form indicating hire and start date of new hire

Orientation and performance planning