

Announcements

Why do I need to announce the vacant position?

Announcing a vacant position benefits the agency by allowing a wide array of applicants the opportunity to compete for job openings, resulting in a more qualified employee. The State Merit System requires all appointments, promotions and separations in the classified service to be based on competence, valid job requirements, and individual performance.

What are the types of recruitment to consider?

- Open competitive - public and employees may apply
- Agency promotional – only classified employees within that agency may apply
- Statewide promotional - all classified state employees may apply

The scope of advertising and outreach for each approach will vary with agency preference, needs, and labor market strategies.

What information should an announcement have?

As you work with human resources (HR), provide information to them that will invite potential candidates to apply.

- Title of the position
- Salary (minimum and highest amount agency will pay)
- Location of job
- Description of the job duties
- Requirements for the job

Once I work with HR on the announcement what happens?

The announcement will be posted on the Division of Human Resources' and the Department of Labor's websites for potential applicants to apply. Once the announcement is closed and the applications processed, a register is established from which a hiring list is generated.

Hiring List