Current Correctional Officer Recruiting and On Boarding Flowchart

Included in the Department of Corrections’ (SCDC) March 20, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC’s February 25, 2019, letter to the Department of Corrections: "9 - Please list, in an Excel chart, each step in the agency’s hiring process, from posting the vacancy to hiring an individual and, at each step, include the following for 2015-16, 2016-17, 2017-18, and 2018-19 (through February 2019): (a) number of applications received; (b) number of applicants removed (e.g., automatic disqualifiers; mental exam; physical exam; etc.); (c) personnel at the agency involved in deciding which applicants make it through the step and which are removed."

In addition to providing the information in this document, SCDC provided the following response:

c. Our NEO and Announced Group (5 individuals total) are the ones responsible for moving a candidate through the initial screening step for qualified applicants. The initial screening is for meeting the minimum requirements along with job specific experience needed. Second group responsible for moving candidates through screening are the Hiring Managers and selecting officials at that Institution or Division that the job class is located.
CO Applicant views Positions on SCDC Website

CO Applicant Submits Application to SDCD Employment Office

Melissa Enters Application. Status is 11 in ARS

Already in ARS? No

PIN Number Sent

Yes

CO Recruiter sends Acknowledgement letter to Applicant

CO Recruiter Reviews Application

C2

Application Complete? No

CO Recruiter works with Applicant to complete.

Yes

B1

B2

C1

Applicant US Citizen? No

CO Recruiters Enter Reject Code 01 in ARS

Applicant Rejected

Yes

A1

Applying for Cadet? No

21 or Older? No

Applicant Rejected

Yes

A2

CO Recruiters Enter Reject Code 02 in ARS

Applicant Rejected

Yes

18 – 20? No

Page 2
NEOGOV Correctional Officer Recruiting and On Boarding 2.2 Flowchart

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SCDC Open Recruiting – NEOGOV Correctional Officer Recruiting & On Boarding Process

**D2**
- Background Check Clear?
- No → Resolvable?
  - No → CO Recruiter Comments and sets Disposition to Fail
  - Yes → CO Recruiter works with Applicant to resolve Issues
- Yes → Page 4

**D1**
- Applicant Not Veteran?
  - No → Honorable Discharge
    - No → CO Recruiter Comments and Sets Disposition To Fail
    - Yes → CO Recruiter works with Applicant to Resolve
  - Yes → Page 4

**Page 5**
- Dead File?
  - No → Page 4
  - Yes → Create record in ARS for Turn Down Codes Only

Page 2
Melissa assigns to oldest open position in SCEIS

No Prior CO, MP Police Exp? No

ARS Record? No

Yes

Class & Comp Calculate Prior Exp. Bonus

Yes

H2

Melissa Moves Candidates to Eligible

Melissa Moves Eligible Candidates to Referred

Melissa/Analyst Creates ARS Record

Melissa/Analyst Creates AAS Record

Melissa assigns to oldest open position in SCEIS

Included in March 20, 2019 letter from SCDC to LOC

CO Recruiter/Hiring Mgr. Alerted to New Selections

CO Recruiter/Hiring Manager Schedules One Day Processing

Page 7
Applicant wishes to continue?

- Yes
  - NEOGOV sends Interview Email
  - Physical
    - Pass Physical?
      - Yes
        - NEOGOV sends Interview Email
      - No
        - Enter Comment and set Disposition to Fail
  - No
    - Enter Comment and set Disposition to Fail
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HR Mgr./Liaison Enters New Position in AVS

HR Mgr./Liaison Creates NEOGOV Posting

Position Authorized in AVS

Recruiting & Employment Review Posting

Position is Released

Recruiting & Employment Filter Out SO1 & SO2

Recruiting & Employment move Applicants to REFERRED

HR Mgr./SO Selects for Interview from REFERRED

Existing Interview and Selection Process

HR Mgr./SO Documents Selection in NEOGOV

Recruiting & Employment Advise Unsuccessful Applicants

Recruiting & Employment clean up position in NEOGOV

Included in March 20, 2019 letter from SCDC to LOC