

Hiring process and number of applicants removed at each stage

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.

SCDC Hiring Process and Applicants Remaining at Each Stage

(Current as of March 1, 2019)

Hiring Process for Security and Announced Positions	2015-16	2016-17	2017-18	2018-19 (thru Feb. 2019)
Total Applications Received	3,243	4,071	4,732	2,934
Application Processed (first screen on minimum qualifications) <i>Number reflects applicants who did not advance</i>	263	300	354	235
Application Review (Recruitment Branch / Selecting Officials / HR Manager) <i>Number reflects applicants who did not advance</i>	221	510	725	364
Verensics Testing (reliability, integrity assessment) -implemented on 12/1/2018 <i>Number reflects applicants who did not advance</i>	N/A	N/A	N/A	28
Personal Interview/Panel Interview for announced / promotions <i>Number reflects applicants who did not advance</i>	671	404	564	495
Background Check <i>Number reflects applicants who did not advance</i>	295	499	615	334
Drug Screen/Medical <i>Number reflects applicants who did not advance</i>	45	65	60	25
Pre-Process/Onboarding (Day 1) <i>Number reflects applicants who did not advance</i>	501	582	661	436
Physical Agility Test <i>Number reflects applicants who did not advance</i>	88	31	80	34
Total Hired	1,159	1,680	1,673	983