

New Hires and Promotions Selection Process 2.3 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.















