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.
SCDC New Hires & Promotions Selection Process

Start

Open Position Announced

Applicant Submits Application to SCDC

Recruiting & Employment Enter Application into ARS

Applicant Already in ARS?

Yes

No

PIN Generation

Applicant SCDC Employee?

Yes

No

C1

Set AAS Action Code to S24

Applicant Rejected

Eligible to Apply?

Yes

No

C2

Any Turn Down Codes?

Yes

No

D1

Applicant Rejected

Recruiting & Employment Review Turn Down Code

Recruiting & Employment Print Applicant Referral (PAR) Report

Position Posting Removed after Closing Date

PIN sent to Applicant

Is Candidate Eligible?

Yes

No

Selecting Official Collects Candidate Package

Set AAS Action Code to S25 or S26

Applicant Rejected

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A1

A2

B1

D2
SCDC New Hires & Promotions Selection Process

Selecting Official Reviews Interviewed Candidates

Posting was closed < 60 days?

No

Emp. & Recruiting, Cancel?

No

I1

Yes

Selecting Official Rejects ALL Candidates

Reannounce?

No

End

Yes

Reannounce

Candidate Selected?

No

RE Sets AAS Action Code to I10-I23

Yes

Applicant Rejected

J1

Current SCDC Employee?

No

L1

Yes

J2

Not On Disciplinary probation?

No

AAS Set Status Code to 98

Selection Cancelled

Yes

Pay Band 1 – 6?

No

RE Set AAS Status Code to 50

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Yes

CO Position?

No

Submit Requested Salary to Class & Comp

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Yes

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SCDC New Hires & Promotions Selection Process

Pass Drug Screen?

Yes

Recruiting & Employment Set AAS Status to 35

No

STOP. Selectee sent home, recruitment on hold.

External Lab checks for False Positives, Medications etc.

Current SCDC Employee?

Yes

Recruiting & Employment Inform Losing Official

No

Still Positive?

Yes

R & E Set Action Code I26, AAS Status Code to 99

No

Selection Cancelled

No

New Hire Benefits Processing

Yes

Formal Offer Letter with Start Date

No

New Hire Packets to Payroll & Benefits

Pre Employment System Sets AAS Status Code to 70

End

Included in March 20, 2019 letter from SCDC to LOC