

## SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE

### Hiring Packet Checklist

*Instructions: After approval of the Executive Manager, the Selecting Official will send the entire hiring packet to the attention of the DJJ Office of Human Resources (OHR).*

The Selecting Official will ensure that the below listed forms are included in the hiring packet when it is returned to OHR		
* Indicates items needed for Temporary Hire	Comments	✓
Approved Posting Authorization (Form B-3.18A)	Originally sent from HR with the hiring packet.	
Job Vacancy Announcement	Originally sent from HR with the hiring packet.	
All applications *	Ensure signature of applicant on application.	
Must have all completed Patterned Interviews (Form B-3.18F) notes	Enclosed patterned interview forms and other documents/questions used for the interviews.	
Designated Top 3 Candidates (Form B-3.18H)	Completed by Selecting Official.	
All completed Reference Inquiries* (Form B-3.18I)	Completed for both external and internal candidates.	
Affirmative Action Impact Statement* (Form B-3.18K)	Completed & signed by Selecting Official & Executive Manager.	
Completed Personnel Action Form* (Form B-OA)	Completed applicable sections & signed by Selecting Official ("submitted by" block) & Executive Manager.	

The Selecting Official will ensure that the below verifications are conducted.		
Employment Verification	Verified most recent employment and if the candidate is a former DJJ employee, verified reason for leaving DJJ.	
Education/Certification/Licensure*	Copy of transcript(s)/certification/licensure enclosed. If internal candidate, check with HR office to determine whether documents are already on file.	
Nepotism Rules* Policy B-3.18, Section G	Recommended hire does not violate nepotism rules.	
Criminal History Check* (Excel Form B-3.18)	Requested via Employment Office prior to submitting packet for approval by providing name, social security number, date of birth and driver's license of candidate(s). Results attached to application.	
If existing or former DJJ employee, Abuse and Neglect Cases Checked*	Checked with IG's Office for founded cases on internal candidate and/or former DJJ employee. Results attached to application.	

The South Carolina Department of Juvenile Justice is an equal opportunity employer. DJJ does not discriminate in hiring, promotions, discharge, pay, fringe benefits, job training, classification, referral or in any other aspects of employment, on the basis of race, color, religion, sex, disability or national origin. Any acts you feel is in violation please contact the Office of Human Resources 4650 Broad River Road, Willow Lane Campus, Columbia, SC 29212 (803) 896-4733. The South Carolina Department of Juvenile Justice's School District also does not discriminate in any programs or activities on the basis of race, color, national origin, sex, disability or age. The following offices have been designated to handle inquiries regarding the school district's nondiscrimination policies: Title IX - Inspector General's Office - 3208 Broad River Road, Columbia, SC 29210-5427 - Ph: 803-896-9595; 504 Special Education Office, 1830 Shivers Road, Columbia, SC 29210-5416 - Ph: 803-896-8484.