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### PURPOSE

This document describes the procedures involved in the requisition process and the minimum qualification review (MQR) process as it relates to advertising classified positions in the Executive Branch.

### Procedures Prior to the Requisition Process:

- Request Approval to Fill Vacancy
- Review position description, update as necessary
- Complete Fair Labor Standards Act exempt test

### Enter Requisition Information in KHRIS:

- Agency Recruitment Super User will go to PO13 and enter in the position number
- Agency Recruitment Super User will then go to IT1007 and enter the following:
  - Maximum and/or minimum salary (i.e., all SER, and/or applicable premiums) into the Salary field. The salary range is also an option
  - Contact name, email and/or phone # in the corresponding fields
  - To further promote your job advertisement, you may request to post a specific YouTube video that will enhance and market your posting. If so, you may list which video you want at the top of the job description in IT1007.
  - Description of Job Duties is your opportunity to advertise your position to the fullest to attract the right candidate for your job
- The requisition information entered in PO13- IT1007 will be interfaced to the Recruitment module of MyPURPOSE

Once interfaced to MyPURPOSE, DCO will review approve/deny the requisition and post it for a minimum of 5 days, unless the agency requests the posting be for a longer period.

## **Requisition is Advertised:**

- As applicants apply, they will be set to an In-Review status by default.
- During the requisition advertisement, agencies may review those who applied to their job and if interested, set those that stand out to an In-Process HR Status.
  - The In Process HR status will let the applicant know you have reviewed their application and could be interested in calling them in for a potential interview.

**Important things to know:** At any time during the advertisement a reemployment candidate, Veteran that receives preference or an ineligible candidate may apply. It is extremely important that Agency HR, Hiring Manager or HR liaisons do **NOT** change any statuses until the advertisement has ended and the audit is complete as stated below, other than an In-Process HR status.

## **Requisition Audit after Advertisement Closes:**

- When the advertisement closes, within 24 hours (excluding weekends), DCO/Register Branch will audit the req for Reemployment (REM) candidates and those with an exception who cannot be considered due to a disqualifying event.
- Also during this time, the DCO/HR Certification Branch will check for external applicants who have a blue Veterans Preference Flag (those who submitted the required documentation) and verify if he/she provided the required documentation on or prior to the advertisement date for that position. If the documentation was received by that time, a minimum qualification review will be performed prior to register certification. If the external applicant meets qualifications, he/she will receive a blue Interview Preference Flag.
  - During the audit phase, please do NOT offer interviews or change statuses other than the In-Process status prior to official notification/certification that your req is ready.

## **When the Requisition is Considered Certified to an Agency:**

After the Register Branch and HR Certification Branch complete their task, as indicated above, the req owner will receive an email stating the audit is now complete. This email is confirmation that you may now proceed in working your req,

**IMPORTANT-** Here are the types of applicants that may be in your req with flags:

- Reemployment (REM) candidates, which could be the only applicant that can be considered, provided they meet the minimum requirements.

- External applicants who provided the required documentation will be granted a Veterans Preference Flag (called an Applicant Flag in the edit field when set in the req). *This flag alone does not grant them Interview Preference for the position.*
- External applicants with a blue Interview Preference Flag (called an Application Flag in the edit field when set in the req) are those who submitted the documentation on or prior to the advertisement closing date and meet MQR. These are the applicants you must offer an interview, per KRS 18A.150.
- Applicants who have a purple flag (serious exception) will be dispositioned and set to an Ineligible status by DCO.
  - Ineligible applicants with a serious exception will receive a communication from DCO
- Applicants who have a yellow flag (cautionary exception) may or may not be set to an Ineligible status depending on the details of the disqualifying event.
  - Ineligible applicants with a cautionary exception will receive a communication from DCO, if applicable.

#### **Scheduling Interviews:**

- Agency HR may select their Reviewers who are req team members and their Interviewers, who will be on the interview panel.
- Agencies may change an applicant's status from In-Process to Agency\_ Interview for their selected candidates who were interviewed.

#### **Submitting MQRs (up to Top 3) After Interviews:**

- It is critical that you review your candidates thoroughly prior to changing their status to 04\_Agency\_Request MQR/QA Review. This is the status that will inform DCO of your top candidates for MQR. For tracking and reporting purposes your request must be submitted through the TFS system with the following information:
  - The requisition number
  - Job Title of your advertisement
  - List up to 3 candidates for MQR after interviews have been conducted

**IMPORTANT:** DCO will continue to monitor all reqs when a MQR request is submitted. If we see external applicants with Interview Preference (Application Flag) have not been offered an interview (per KRS 8A.150) based on your status changes, the MQRs will not be reviewed and the ticket closed with reason for closure in the resolution field.

After interviews have been conducted, if an agency selects an applicant with Interview Preference, his/her status will not be set to DCO Approved unless submitted as one of the top three or less for MQR.

### **DCO/HR Certification Conducts MQRs:**

- DCO/HR Certification will review candidates for MQR and set to appropriate status as listed below.
  - DCO\_QA Approved- candidate meets MQR
  - DCO\_QA Rejected- candidate does NOT meet MQR
- DCO\_QA Inconclusive - candidate must provide additional information. Once MQRs are complete, an analyst from DCO/HR Certification Branch will provide the results under the resolution field and close the ticket. You will receive an email notification that the ticket is closed.
  - **Please note:** During the audit phase, an external applicant who submitted the required documentation to be granted Veterans Preference and did so on or prior to the advertisement closing date could be rejected or needs to provide additional information. Those applicants will be notified at that time. However, there is a chance they may provide additional information in a few days and now meet MQR, in which case DCO would set the blue Interview Preference Flag (Application Flag). If this occurs, you must remember that the KRS 18A.150 still applies in this situation.
- You may now go to MyPURPOSE and continue with next steps.
  - If at any time you have questions about the results of your MQRs, please do not hesitate to contact the DCO/analyst listed on the email notification.

### **MQRs Approved/Background Check needed:**

- An applicant with a status of DCO\_QA Approved can now be set to a status of Agency\_Request Background Check, if you choose.
- The Office of Legal Services (OLS) will conduct background checks. Once the background check is complete OLS will set the status to OLS\_Background Check Complete.
  - If the AOC report yields a referable conviction, the status will be set to OLS\_Background Check Pending, and the AOC report will be sent to the agency. If requested by the agency via TFS ticket, OLS will update the status to OLS\_Background Check Complete.
- If the status is at OLS\_Background Check Complete the agency is free to change the status to Agency\_Offer Extended.

### **Background Check Completed- Offer Extended Status:**

- If all approvals are complete and the offer is accepted the agency may now set the candidate to Agency\_Appointment Pending.
- The candidate's status will remain at Agency\_Appointment Pending until the personnel register action is entered in KHRIS and reviewed by DCO/Register Branch.
- If the DCO/Register Branch approves the action, the candidate's status will be changed in MyPURPOSE to DCO\_ Appointment Complete. If the action is rejected, the agency will be notified.
  - Agencies must notify applicants who were interviewed but not selected by changing their status to Applicant\_Considered Once the status is set you may now select the disposition Agency\_ Considered/Regret that will send an automatic email to the applicant that they were not the selected candidate for the position. .
  - Agencies must also notify applicants who were considered but not interviewed by changing their status to Applicant\_Considered and choose the disposition Agency\_ Considered/Regret. They will also receive the same automatic email that they were not the selected candidate for the position.

### **Requisition Expiration Date:**

Agencies have ninety (90) days to complete the hiring and selection process. There will be NO register extensions granted, so please ensure your register is completed within that designated time frame. It is highly recommended that the agency set the selected candidate to "Agency\_ Appointment Pending" prior to the expiration date so they do not run the risk of the job not being filled. This does not mean that the candidate has to start working within that 90-day period.