For Agent and CED position postings:

1. Need for posting.
   a. Employee retires/resigns.
   b. New funding source available for new position.

2. Dept Rep enters position (step may be skipped). System generates email to notify Hiring Official of posting.

3. Hiring Official enters positions (if step 2 is skipped), reviews posting, and forwards to HR for approval. System generates email to notify HR of posting.

4. HR reviews posting and
   a. Posts if no or minimal corrections are required. System generates email to notify Hiring Official of posting approval.
   b. Requests more information if needed. Depending on response, follow step a or c.
   c. Denies and returns to Hiring Official if too many errors exists. HR will send email with corrections to be made to posting. Return to step 3. System generates email to notify Hiring Official of posting denial.

5. EPA positions post for a minimum of one month. Closing Date is located on the General Information Tab.

6. Hiring Official and Guest User(s) review applications.

7. Hiring Official changes all application statuses to Interim Reporting Statuses and submits Interim Recruiting Report to AA Officer. System generates email to notify AA Officer of report.

8. AA Officer reviews Interim Recruitment Report and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify Hiring Official and HR of report approval.
   b. Requests more information if report is questionable. Depending on response, follow step a or c.
   c. Denies if report does not meet EEO/AA requirements. AA Officer will send email with additional instruction for report corrections. Return to step 7. System generates email to notify Hiring Official of report denial.

9. Hiring Official and Guest User(s) set and conduct interviews in county office.

10. Hiring Official changes the interviewed applicants statuses to Interviewed.
   a. Good results of interviews – continue to step 11.
Posting Checklist
All NCCE Users

11. Hiring Official and Guest User(s) select a First Choice Candidate Selected for Offer.

12. Hiring Official changes all applicant statuses to Final Reporting Statuses, completes Hiring Proposal Tab (if closed to applicants) and Equivalency Ratio Tab, and submits Final Recruitment Report to Director. System generates email to notify Director of report.

13. Director reviews Hiring Proposal Tab (if closed to applicants) and Equivalency Ratio Tab and
   a. Submits Final Recruitment Report to AA Officer. System generates email to notify AA Officer of report approval.
   b. Requests more information if information is questionable. Depending on response, follow step a or c.
   c. Denies if information is missing or incomplete. Return to step 12. Director will contact Hiring Official and/or Dept Rep with additional instruction for report corrections. System generates email to notify Hiring Official of report denial.

14. AA Officer reviews Final Recruitment Report and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify Hiring Official and HR of report approval.
   b. Requests more information if report is questionable. Depending on response, follow step a or c.

15. HR forwards to system generated email to Dept Rep and Hiring Official with applicant file contents regarding official transcripts and reference forms.

16. Verbal Offer is made to First Choice Candidate Selected for Offer and
   a. Offer is accepted. Continue to step 16.
   b. Offer is declined.
      i. If a second choice (and potential third choice) candidate is selected in the Final Recruitment Report, a verbal offer is made. Continue to step 16.
      ii. If posting is Closed to applicants, Hiring Official or Dept Rep sends email to HR to return posting to Open status.
      iii. If a second choice candidate is not selected,
          1. Change the First Choice Candidate Selected for Offer status to (NCCE) Not Best Qualified with the appropriate Reason.
          2. Change all applicants with (NCCE) Not Best Qualified: Reason-Application submitted after review/interview status to Waiting for Transcript, Waiting for GPA, or Referred to
Posting Checklist
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Hiring Official status. (Note: HR can complete this step by email request from Hiring Official or Dept Rep.)

17. Dept Rep sends Offer Letter to HR for review.

18. HR approves Offer Letter and returns to Dept Rep with New Hire Form, Applicant List, and Address List Reports.


20. HR electronically fills posting.

Suggestions:
Most appropriate times to close applicant pool (for complete instructions, see section 3.5 Closing a Position)
1. Prior to step 7.
2. Prior to step 12.