Posting Checklist
All NCCE Users

For SPA 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 HO of posting.
3. HO enters positions (if step 2 is skipped), reviews posting, and forwards to HR for approval {look for exact wording}. System generates email to notify HR of posting.
4. HR reviews posting and
   a. Posts if no corrections are required. System generates email to notify HO of posting approval.
   b. Requests more information if needed.
   c. Denies and returns to HO if too many errors exist. HR will send email with corrections to be made to posting. Return to step 3. System generates email to notify HO of posting denial.
5. SPA position post for a minimum of one week.
6. HO and Guest User(s) review applications.
7. HO changes all application statuses to Interim Reporting Statuses and submits Interim Recruiting Report to AAO. System generates email to notify AAO of report.
8. AAO reviews IRR and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify HO and HR of report approval. HR sends transcripts and reference forms of First Tier Candidates to HO.
   b. Requests more information if report is questionable.
   c. Denies if report does not meet EEO/AA requirements. AAO will send email with additional instruction for report corrections. Return to step 7. System generates email to notify HO of report denial.
9. Interviews are set and conducted in county office.
10. Applicant statuses are changed to Interviewed.
    a. Good results of interviews – continue to step 11.
11. HO and Guest User(s) select a First Choice Candidate for Offer.
12. HO changes all applicant statuses to Final Reporting Statuses, completes Hiring Proposal Tab (if closed to applicants) and Equivalency Ratio Tab, and submits to Director {look for exact wording}. System generates email to notify Director of report.
13. Director reviews Hiring Proposal Tab and Equivalency Ratio Tab and
    a. Submits to AAO {look for exact wording}. System generates email to notify AAO of report approval.
    b. Requests more information if information is questionable.
    c. Denies if information is missing or incomplete. Return to step 12. System generates email to notify HO of report denial.
14. AAO reviews FRR and
   a. Approves if report meets all EEO/AA requirements. System generates email to notify HO and HR of report approval.
   b. Requests more information if report is questionable.

15. Verbal Offer is made to First Choice Candidate and
   a. Accepted. Continue to step 16.
   b. Declined.
      i. If a second choice (and potential third choice) candidate is selected in the FRR, a verbal offer is made. Continue to step 16.
      ii. If posting is closed to applicants, HO or DR 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 status to (NCCE) Not Best Qualified with the appropriate Reason.
         2. Change all applicants with (NCCE) Not Best Qualified: Reason-Late Applicant status to Waiting for Transcript, Waiting for GPA or Referred to Hiring Official status. (Note: HR can complete this step by email request from HO or DR.

17. HR approves Offer Letter and returns to Dept Rep with 3 reports.
19. HR electronically fills posting.

Suggestions:
Most appropriate times to close applicant pool
   1. Prior to step 7.
   2. Prior to step 12.