



## DOP&LR Recruitment Services Guidance

---

### OHC - Recruiting for Flexibly Staffed Positions

#### One Requisition/One Posting

##### Online Hiring Center – Hiring Manager/Assistant – Creating a Flexibly Staffed Requisition

1. Create a requisition at the lowest level of the flexibly staffed position (example – Archivist I)
  - a. Fill in the Working Title with the 'flex' title (example – “Archivist I/II (PCN 02-2222)”)
  - b. Complete the rest of the requisition with the position information
  - c. In the Comments section at the bottom, note that the position is a flexibly staffed position (example – This position is flexibly staffed as an Archivist I/II)
  - d. Click “Save and release” to send to Agency HR to be posted

From here, Agency HR creates the posting and posts the position. When the recruitment has closed, Agency HR creates a referred list and sends it to the OHC.

##### Online Hiring Center – Hiring Manager/Assistant – Requesting Hire Approval

After the recruitment has closed and the pool worked, the hiring manager must do the following when requesting hire approval:

1. After selecting the top candidate, move the candidate into the “Hired” section of the referred list
  - a. Check the box to the left of the candidates name
  - b. Select “Hire” from the dropdown menu
  - c. Click on the red “Go” button
2. The Hire screen opens up
  - a. Follow all instructions as normal to fill in the form
  - b. Fill in the bottom section – “Level Hired at”
  - c. Select “No Approvals” (or follow department procedures if you must obtain approvals first)
  - d. Click “Save and Release”

This process informs Agency HR what level the hiring manager wishes to hire the candidate at. Agency HR will be sure to follow standard hire approval processes to ensure the candidate meets the requested level.

## **Multiple Requisitions/Multiple Postings**

### Online Hiring Center – Hiring Manager/Assistant – Creating a Flexibly Staffed Requisition

1. Create one requisition for each level of the flexibly staffed position (example – Archivist I, Archivist II)
  - a. Fill in the Working Title with the title for that requisition’s level (example – “Archivist I (PCN 02-2222)”)
  - b. Complete the rest of the requisition with the position information
  - c. In the Comments section at the bottom, note that the position is a flexibly staffed position (example – This position is flexibly staffed as an Archivist I/II and is being recruited for at each level)
  - d. Click “Save and release” to send to Agency HR to be posted
2. Repeat Step 1 for each level of the flexibly staffed position, resulting in 2 or more requisitions for one position

### Online Hiring Center – Hiring Manager/Assistant – Requesting Hire Approval

After the recruitment has closed and the list(s) worked, the hiring manager must do the following when requesting hire approval:

1. Any referred lists that were not worked need to be closed out as “No Hire Made”
  - a. All candidates for any unworked lists need to be dispo’d properly before a hire approval can be given
2. From the worked list(s):
  - a. After selecting the top candidate, move the candidate into the “Hired” section of the referred list
    - i. Check the box to the left of the candidates name
    - ii. Select “Hire” from the dropdown menu
    - iii. Click on the red “Go” button
  - b. The Hire screen opens up
    - i. Follow all instructions as normal to fill in the form
    - ii. Fill in the bottom section – “Level Hired at”
    - iii. Select “No Approvals” (or follow department procedures if you must obtain approvals first)
    - iv. Click “Save and Release”
  - c. All other candidates must be properly dispo’d before hire approval can be given

This process informs Agency HR what level the hiring manager wishes to hire the candidate at. Agency HR will be sure to follow standard hire approval processes to ensure the candidate meets the requested level.