



## **SOUTH CAROLINA DEPARTMENT OF AGRICULTURE**

### **RECRUITMENT AND SELECTION POLICY**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

#### **I. POLICY**

It is the policy of South Carolina Department of Agriculture (SCDA) that all employees of SCDA are afforded the opportunity to be considered for positions in active recruiting status. SCDA employees shall not be discouraged from applying for posted positions. Likewise, employees shall not be adversely affected in any way as a result of expressing an interest in career development. Management is responsible for employing the candidate best suited for the position in accordance with federal and state laws, and the Division of State Human Resources Regulations.

#### **II. RESPONSIBILITIES**

It is the policy of South Carolina Department of Agriculture to recruit and select the best candidates when filling positions.

All recruitment and selection activities shall be coordinated by SCDA Human Resources. SCDA Human Resources is responsible for ensuring that all personnel related legal and reporting requirements are met. Selected positions may require special credentialing or certification.

Applicants indicating college credit or degree(s) on the application may be required to bring an official copy of a college transcript to the interview.

Applicants shall be required to authorize South Carolina Department of Agriculture to conduct background checks by reviewing and verifying all official personnel and educational records and by making inquiries to third parties, including law enforcement agencies.

#### **III. VACANCY POSTINGS**

Internal vacancies will be posted through the Division of State Human Resource's recruitment tool. If the position is posted externally, the vacancy notice will be posted in the following places: Division of State Human Resource's recruitment tool and the South Carolina Department of Employment and Workforce. If appropriate, the position may be advertised on specialized websites or other venues.

#### **IV. SELECTION**

SCDA Human Resources will screen applications based on the requirements listed on the posting. If deemed necessary, Human Resources and the hiring manager will select the candidates to interview and create a panel interview team. The panel should consist of a diverse group of employees. After the interview process is complete, the hiring manager determines the top three candidates in order of selection. After the new hire has been approved, a nationwide criminal background check will be completed by SCDA Human Resources.