



RECRUITMENT AND SELECTION POLICY

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I. POLICY

It is the policy of the 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 Department of Administration's Division of State Human Resources (DSHR) Regulations.

II. RESPONSIBILITIES

It is the policy of SCDA to recruit and select the best candidates when filling positions.

All recruitment and selection activities shall be coordinated by Human Resources. 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 or at the time of the job offer.

Applicants shall be required to authorize SCDA 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 DSHR's recruitment tool. If the position is posted externally, the vacancy notice will be posted in the following places: DSHR'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

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 whenever possible. After the interview process is complete, the interview panel determines the top three candidates in order of selection, with the hiring manager selecting the top candidate(s) for the open position. The top candidate(s) shall undergo a reference check and a nationwide criminal background check will be completed by Human Resources.