



Requisition and Minimum Qualifications Review

Business Process



PURPOSE

This document describes the procedures involved in the requisition process and the minimum qualification review (MQR) process as it relates to advertising classified positions in the Executive Branch.

Procedures Prior to the Requisition Process:

- Request Approval to Fill Vacancy
- Review position description, update as necessary
- Complete Fair Labor Standards Act exempt test
- Submit merit hiring requests through TFS for approval

Enter Requisition Information in KHRIS:

- Agency Recruitment Super User will go to PO13 and enter in the position number
- Agency Recruitment Super User will then go to IT1007 and enter the following:
 - Maximum minimum salary (i.e., all SER, and/or applicable premiums) into the Salary field
 - Contact name, email and/or phone # in the corresponding fields
 - To further promote your job advertisement, you may request to post a specific YouTube video that will enhance and market your posting, by emailing a Register Branch employee.
 - Description of Job Duties is your opportunity to advertise your position to the fullest to attract the right candidate for your job
- The requisition information entered in PO13- IT1007 will be interfaced to the Recruitment module of MyPURPOSE

Once interfaced to MyPURPOSE, DCO will review approve/deny the requisition and post it for a minimum of 10 days, unless the posting needs to be for a longer period.

Requisition is Advertised:

- As applicants apply, they will be set to an In-Review status by default.
- During the requisition advertisement, agencies may review those who applied to their job and if interested, set those that stand out to an In-Process HR Status.
 - The In Process HR status will let the applicant know you have reviewed their application and could be interested in calling them in for a potential interview.

- Agencies must comply with Veterans Preference, when offering applicants an interview. Please refer to KRS 18A.150 for additional information.
 - A Veteran will be awarded preference if he/she provided the proper military documentation by the advertised closing date of the position.

Important things to know: At any time during the advertisement a reemployment candidate, Veteran that receives preference or an ineligible candidate may apply. It is extremely important that Agency HR, Hiring Manager or HR liaisons do **NOT** change any statuses until the advertisement has ended other than an In-Process HR status.

Requisition after Advertisement Closes (10 days or longer) Process for DCO and Agency HR:

- When the advertisement closes, within 24 hours, DCO/Register Branch will audit the req for Reemployment (REM) candidates and those with an exception who cannot be considered due to a disqualifying event. Agencies should continue to monitor applicant flags during this time.
 - There are two types of REM candidates (2yr and 5yr) with different flag colors.
 - Depending on the REM candidate type, it's possible they will be the only applicant that can be considered, provided they meet the minimum requirements.
 - Applicants who have a purple flag (serious exception) will be dispositioned and set to an Ineligible status by DCO.
 - Ineligible applicants with a serious exception will receive a communication from DCO
 - Applicants who have a yellow flag (cautionary exception) may or may not be dispositioned and set to an Ineligible status depending on the disqualifying event.
 - Ineligible applicants with a cautionary exception will receive a communication from DCO, if applicable.
- Agencies may now continue reviewing all applicants and change statuses as appropriate.

Scheduling Interviews:

- Agency HR may select their Reviewers who are req team members and their Interviewers, who will be on the interview panel.
- Agencies may change an applicant's status from In-Process to Agency_ Interview for their selected candidates.
 - You must remember to comply with KRS 18A.150 for Veterans Preference.

Submitting MQRs (up to Top 3) After Interviews:

- It is critical that you review your candidates thoroughly prior to changing their status to Agency_Request MQR/QA Review. This is the status that will inform DCO of your top candidates for MQR. For tracking and reporting purposes your request must be submitted through the TFS system with the following information:
 - The requisition number
 - Job Title of your advertisement
 - List up to 3 candidates for MQR after interviews have been conducted

DCO/HR Certification Conducts MQRs:

- DCO/HR Certification will review candidates for MQR and set to appropriate status as listed below.
 - DCO_QA Approved- candidate meets MQR
 - DCO_QA Rejected- candidate does NOT meet MQR
 - DCO_QA Inconclusive - candidate must provide additional information
- Once MQRs are complete, an analyst from DCO/HR Certification Branch will provide the results under the resolution field and close the ticket. You will receive an email notification that the ticket is closed.
- You may now go to Cornerstone and continue with next steps.
 - If at any time you have questions about the results of your MQRs, please do not hesitate to contact the DCO/analyst listed on the email notification.

MQRs Approved/Background Check needed:

- An applicant with a status of DCO_QA Approved can now be set to a status of Agency_Request Background Check, if you choose.
- The Office of Legal Services (OLS) will conduct background checks. Once the background check is complete OLS will set the status to OLS_Background Check Complete.
 - If SSN is not part of the applicant's profile at the time of submission to AOC, the status will be set to OLS_Need SSN for Background Check. .
 - If the AOC report yields a referable conviction, the status will be set to OLS_Background Check Pending, and the AOC report will be sent to the agency. If requested by the agency via TFS ticket, OLS will update the status to OLS_Background Check Complete.
- If the status is at OLS_Background Check Complete the agency is free to change the status to Agency_ Offer Extended.

Background Check Completed- Offer Extended Status:

- If all approvals are complete and the offer is accepted the agency may now set the candidate to Agency_Appointment Pending.
- The candidate's status will remain at Agency_Appointment Pending until the personnel register action is entered in KHRIS and reviewed by DCO/Register Branch.
- If the DCO/Register Branch approves the action, the candidate's status will be changed in MyPURPOSE to DCO_Appointment Complete. If the action is rejected, the agency will be notified.
 - Agencies must notify applicants who were interviewed but not selected by changing their status to Agency_Regret that will send an automatic email to the applicant that they were not the selected candidate for appointment. You may now set their status to *Applicant_Considered* and disposition to *Agency_req completed/closed*.
 - Agencies must notify applicants who were considered but not interviewed by changing their status to Applicant_Considered and choose the disposition Agency_ Considered.

Requisition Expiration Date:

Agency's have ninety (90) days to complete the hiring and selection process. There will be NO register extensions granted, so please ensure your register is completed within that designated time frame.

On the day that a job posting closes, the register is considered certified. From that date, agencies have ninety (90) days to complete the register by setting a candidate to Agency_ Appointment Pending. This does not mean that the candidate has to start working within that 90-day period.