Filling a vacant position
An overview for Hiring Managers and Personnel Representatives

Below is the process for posting a vacant position, interviewing, making a selection, and getting the selected applicant on payroll. If you have any questions regarding this, please contact Human Resources at 733.2104.

Job Posting and Interviews

To post a position, hiring managers must first complete a REQUEST TO RECRUIT form. For information on job posting and recruitment criteria, click here for the RECRUITMENT AND SELECTION PACKAGE. The Personnel Representative in your Division/Commission can help complete this form.

After the vacancy posting closes, Human Resources will screen the applicant pool and send the Highly Qualified applicants to the hiring manager. Before you being to interview applicants please review documents on INTERVIEWING SKILLS, COMPLYING WITH THE AMERICANS WITH DISABILITY ACT, EQUAL EMPLOYEMENT OPPORTUNITY, DOCUMENTING THE INTERVIEW, AND CONDUCTING REFERENCE CHECKS. Careerbanded positions have set of BEHAVIOR BASED STRUCTURED INTERVIEW QUESTIONS for applicants.

Enclosed in this package are multiple forms generated by our applicant tracking system that the manager will need to complete. The type of forms you receive will depend of whether the vacant position is careerbanded or in a pay grade. Please make sure the following information is completed and returned to HR:

- Recruitment Package Checklist (to make sure you've completed everything we need)
- Employee Selection form (completed by the Division/Commission Head)
- Selection/Decision Log
- Candidate Assessment Form (only for all interviewed applicants)
- Any other internal interview documentation
- All applications initially sent to the hiring manager
- Initial Functional Competency Assessment (Careerbanded jobs only)
- Completed Personnel Action Request Form (done by the Personnel Rep)

Please make sure that the candidate assessment form for the selected applicant is attached to the selected applicant's state application. Secondly, make sure all interviewed applicants have signed their state application.

Also included in this package is a document called "PROCEDURES FOR EMPLOYEES NEW TO COMMERCE". Please review this so you can help your selected applicant make a smooth transition to Commerce.

Please do not extend a formal job offer to your selected applicant during the interview process. The Office of State Personnel (OSP) must give prior approval to this action before you extend an offer. Human Resources will contact you once this has been approved.

Human Resources will send out non-select letters and an official letter to the selected applicant confirming the salary and effective start date.

Getting the Selected Applicant On-Board
Human Resources will take the information on the selected applicant and gain salary approval from OSP. Once we have obtained approval, Human Resources will contact the Division/Commission Personnel Rep. with an e-mail confirming the approved offer and effective date. There are three documents attached to this e-mail that need to be completed by the selected applicant in order to get the selected applicant on to the BEACON payroll system

1. The "EMPLOYEE PROFILE DATA SHEET" is used to get the selected applicant's tax and health benefit information into the BEACON payroll system.
2. We also attach a TAX AND BENEFIT DOCUMENT CHECKLIST to make sure the selected applicant has submitted documentation associated with the EMPLOYEE PROFILE DATA SHEET. This information is considered personal and confidential. The Personnel Rep. has been instructed to follow specific procedures to insure this information is secure.
3. BUSINESS CONTACT DATA FORM so we can add the employee's business contact data into the Phone Directory of the COMMERCE INTRANET.

Human Resources must have this fully completed information at least 5 working days prior to the selected applicants effective start date.

After Human Resources receives this completed new employee information, the new employee will receive a WELCOME TO COMMERCE e-mail. In this note, we provide information about obtaining an NCID, gaining access to BEACON, and information on Health Insurance enrollment deadlines. We also provide a link to COMMERCE POLICIES AND PROCEDURES and the INTRANET WEB PAGE FOR NEW EMPLOYEES.

The First day of Work
Human Resources sends an Orientation Packet to the Division/Commission Personnel Rep. The Personnel Rep. will then go over this Orientation Package with the new employee. After the Orientation Package is completed, the Personnel Rep. will return the fully completed package to Human Resources.

In addition to this, the Personnel Rep. will help train the new employee in BEACON and the Employee Self Service (ESS) function. All new employees should complete BEACON timesheets weekly. Commerce employees hired directly from Temporary Solutions may need to wait a couple extra days before they are able to be processed into BEACON.

The Department of Commerce provides a monthly face-to-face Orientation for all new employees. This mandatory Orientation helps new employees understand policies, procedures, and services available for them.

This guideline is considered an overview of internal procedures within the Department of Commerce. For more definitive guideline criteria, please see our policies and standards page http://intranet.nccommerce.com/policies/