A Lay Person's Guide to Recruiting in State Government

Employee Relations, West Virginia Division of Personnel

Spring, 2009

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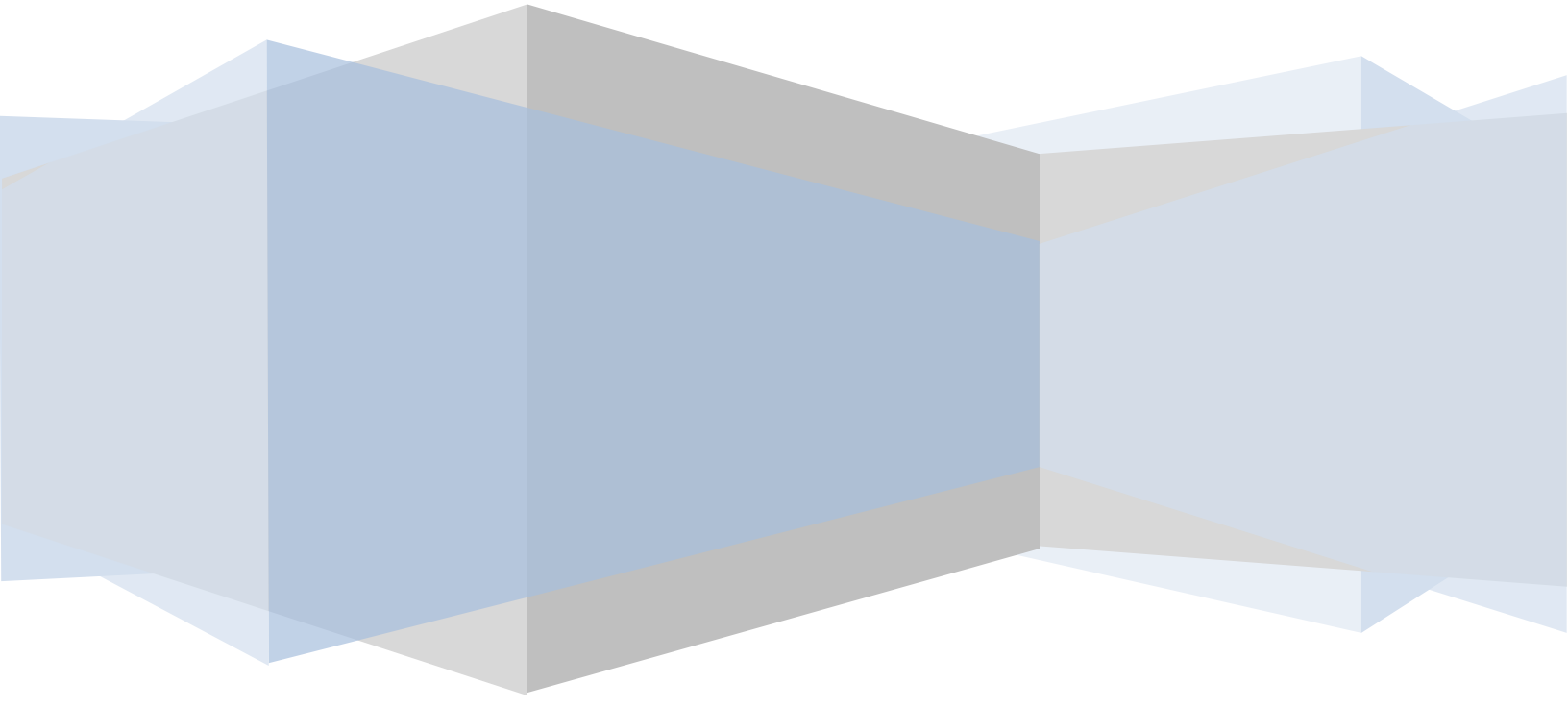

Contrary to popular opinion, recruiting in State government is not really difficult. It is, however, a process that must be followed to ensure the solid principles of the merit system are applied equally to all qualified applicants. Learning the process will help you find the right employee and greatly reduce your frustration. This manual is addressed to the novice recruiter, but may prove helpful to the more experienced recruiter.

Before looking at the process, it is important to understand there are many categories of employment status: classified, classified exempt, temporary, part time, part time professional, and provisional employees. Descriptions of each of these types of positions are in Appendix 1. This guide primarily addresses recruiting for positions in the classified merit system, with some comment about classified exempt positions.

Where do classified employees come from?

All agencies covered by the classified system are obligated to follow the rules promulgated by the Division of Personnel (DOP) regarding recruitment. One of those rules is that the only people you can consider for a classified position are:

1. Current employees in the classified system or past permanent classified employees who left State employment in good standing (no time limit); and,
2. Persons who appear on a competitive referral list provided by DOP

The Division of Personnel receives over 60,000 applications every year. About half of those applicants are qualified for the position for which they applied. If an applicant is determined to be qualified, they are entered into a pool of applicants called a register or eligible's list. A common misconception is that once an applicant is placed in a pool they can be considered for any position. That is not true. An applicant will only be considered for positions for which they have applied and been found qualified.

The DOP receives applications for classified positions in several ways. The preferred and most common method is to apply online at the DOP website (http://www.state.wv.us/admin/personnel/). This greatly speeds up the application process, and also allows applicants to easily apply for several different positions. However, some people use a paper application.

Each qualified applicant is given a numerical score based on their education and work history (a rated position) and/or how well they scored on various tests (a tested position) administered by DOP; not all positions require a test. When a

hiring agency asks for a referral list (sometimes mistakenly called a register) of qualified applicants, the names are provided based on individual scores with the highest scoring applicant appearing first and then others in descending order of their scores.

The process of determining an applicant's qualifications and eligibility for a rated position and placing them on the eligible's list takes about ten to twenty business days depending on the volume of applicants and the complexity of the rating process; positions requiring a written test may take longer. This work is done in the Staffing Services section of the DOP. Each application is reviewed against the job specifications for the job for which the person is applying and a determination made as to whether the applicant meets the basic qualifying criteria, and if so, then evaluating their experience, training and test results, if applicable, to determine their score.

The DOP website has several lists of jobs for which a person may apply. The main list is found at http://agency.governmentjobs.com/wv/default.cfm . This list has positions which are currently available, some of which may have a deadline for applications. Other positions included on this list are ones for which applications are continuously solicited because of demand or expected vacancies.

A second list contains positions which are classified-exempt. Not all agencies list their exempt jobs here, but they should because it is an easy way to expand the potential number of applicants. That list can be found at http://www.state.wv.us/admin/personnel/jobs/exempt/DEFAULT.htm .

Finally, at http://www.state.wv.us/admin/personnel/postings/DEFAULT.htm is the internal job posting list. These positions are only open to current or previous permanent employees. If you want a job posted on the exempt list contact Staffing Services. Internal postings are handled by Class and Compensation.

What is the role of DOP in recruiting?

The primary role of the DOP in recruiting is to ensure the integrity of the merit based selection system. Having said that, functionally what we strive for is to provide you whatever assistance you need to successfully recruit for a position. That assistance can run the gamut, from fielding questions to providing advertising to helping devise interview questions. For example, you may contact Staffing Services to inquire as to whether there are applicants in the pool for a particular position, or even if a certain person is in the pool. If there are not enough or any applicants we can open the job for applications, which usually can be done in a few days.

If you need help with the interviewing process, we can provide technical assistance to ensure you conduct lawful and meaningful interviews designed to identify the best applicant.

We offer many services beyond just providing a referral list. All you need to do is call us; see our telephone listings in Appendix 6.

How do I get started recruiting?

The first step, of course, is deciding that you need to fill a position. This decision is often made outside of the HR office or that of the person who is responsible for recruiting in your organization. Typically it is made by the hiring authority or their designee. The hiring authority is the person who has signature authority for your organization, for example, the Commissioner or Director. Their title will vary from agency to agency.

Each agency has its own internal process for approving recruitment for a position. If you are not familiar with your procedure, you need to be. Generally speaking, though, someone with the appropriate authority makes the decision to fill a position and notifies the person responsible for recruitment.

As the recruiter, you need to gather certain information about the position to be filled so you may initiate a posting. A posting is the required notice for advising employees and applicants that a position is to be filled. A list is at Appendix 2 which you can use to gather all required information for initiating a posting of the position.

Among the items to be listed on the form are the position name and number from your agency's personal services expenditure schedule. The schedule is a list of authorized positions and related funding information issued by the budget office each year after your agency's budget has been finalized. You should assure funding is in place before proceeding. Check with your financial officer for a current schedule.

Another required item for the form is the job description. The job description will ultimately be entered into the HRIS (see below), along with the other information you have gathered. When you submit the posting , all of the information will be compared with the class specification for the job by the Class and Compensation section of the DOP. Assuming the job description is appropriate for the class, it will be approved within one to three business days. Otherwise, you will be contacted by a representative of Class and Compensation who will assist you in properly classifying the position.

What is the HRIS and how does it relate to a "posting"?

HRIS is the "Human Resources Information System". HRIS links personnel data with budget data, among other functions. You must be given special access to use HRIS, and a link must be put on your computer. Also, it is useful if you are a new user to have a current user provide training. Training is also available by contacting the Class and Compensation section of DOP.

If the position for which you are recruiting has been previously filled, you can find a copy of the job description on HRIS. Also, if there are few or no changes to the job description, the old file on HRIS can be used to create the new file required for the position for which you are recruiting, saving a good amount of your time. You will need to know the posting number for the old job. When you get to the part of the HRIS file where you type in the job description, there is an "F" key function which allows you to copy the old job description.

Once you have gathered all of the required information, you initiate the posting process by entering the required data into HRIS. When completed, the posting request is sent automatically through your internal agency approval process and then to the DOP for approval. Once approved, you will receive the approved posting from DOP via your agency's designated mainframe printer. This can take one to five business days, depending on whether there are any issues to be addressed.

The "posting" is the job announcement that is physically posted in your workplace. If you have other worksites not connected to your agency's main office, the posting must also be distributed to those work sites with instructions to post the vacancy. The job posting should be placed in an area where all employees have an opportunity to read it; it must remain posted for a minimum of ten calendar days. The posting may also be distributed electronically provided you follow the rules found in the DOP Administrative Rule, Section 9.5, at: http://www.state.wv.us/admin/personnel/Rules/rule707/rulewithlinks.pdf

You may not hire a person for the position until the ten day posting period has passed. For more information, read the posting policy at http://www.state.wv.us/admin/personnel/emprel/POLICIES/Postjob.pdf .

The ten day posting period rule does not, however, preclude you from interviewing applicants. You may request a referral list as soon as you receive the posting. But this should really depend on how many applicants are in the pool for your type of position. If there are no applicants or only a few, you may want to wait until Staffing Services has announced the position and had sufficient time to process any

new applicants. That helps ensure you are considering a larger group of potential employees, which is desirable. It is recommended that you call Staffing Services to ask how many applicants are in the pool for the job you are posting before requesting a referral list.

It is strongly recommended that you maintain a paper file of all documents associated with your recruitment efforts, starting with your internal agency document approving the recruitment. Many experienced recruiters put certain information on the tab of a manila file: Position Name, Number, Posting Number, Account, etc. It makes life a bit easier if you are recruiting for a lot of positions.

There are several terms which people often confuse: posting in-house, internal posting and external posting. Posting in-house and internal posting are the same. It means a job posting will only be made within the agency and will not be listed on the NEOGOV (see below) external open competitive posting job site. External posting means positions for which anyone may apply and be considered for a referral list. An external posting will be placed on the NEOGOV job listing site. Understanding these differences is important.

You may not want or need to have a lot of applicants for a position, or you may wish to consider only current State employees who have the requisite experience. In this case, you might want to only use an internal posting if your agency is sufficiently large enough to have a good potential applicant pool. On the other hand, you might want to have as many applicants as possible, and don't care whether they are experienced in State government. In this case, you would want an external posting. Don't panic over the differences and the nuances of which to use: Staffing Services can help you make the decision; just call them.

<u>What is NEOGOV and how do I use it?</u>

NEOGOV is a web-based computerized applicant recruitment, tracking and processing system. In West Virginia State government, we use it to announce positions, receive and process all applications, prepare referral lists and track hiring and continued interest by applicants. Paper applications are scanned into the system; however, you should encourage applicants to apply online. You will use NEOGOV to request referral lists, manage your applicants, and report back to DOP the results of your contacts with the applicants referred for a position (commonly called "referral contacts"). You must be authorized to use NEOGOV. Contact Staffing Services for authorization and training.

When you have finished entering a position into the HRIS, you then enter similar information in NEOGOV and select the "Save Only" button on the input screen.

When you receive your approved posting, you then go into NEOGOV, select the position from your pending drafts and click the "Save and Release" button. This forwards the NEOGOV request to Staffing Services and initiates the generation of a referral list.

Staffing Services will review your request and prepare a referral list. If there are not any applicants or just a few, you will want to ask Staffing Services to announce the position so the pool can hopefully be expanded. In that case, it might take up to four to six weeks to receive a referral list. Why? Because it takes time to (1) announce the position (2) have applicants respond and (3) process the applications. Once a referral list is ready, you will receive an email from Staffing Services with a link to the referral list.

NEOGOV provides electronic access to each applicant's application. You begin the interviewing process by contacting each applicant, starting with the first name on the list, ascertaining their interest and scheduling interviews. Applicants who are not interested will be removed from the referral list; you are responsible for recording (sometimes referred to as "reporting contact results") the name of any applicant who is not interested or who fails to respond to your inquiry of interest. You should familiarize yourself with the rules governing this found at Section 8.2 (e) of the DOP Administrative Rule at
http://www.state.wv.us/admin/personnel/Rules/rule707/143CSR1RuleDOP2007.pdf

Recording contact results for your referral list is easily accomplished in NEOGOV, which provides a drop-down box with various reasons for rejection. You simply select a reason, click and save. It is important you perform this step. Why? Assume six of the ten applicants on your referral list are not interested and you request a new referral list to have more names to call. Unless you have properly noted the six uninterested applicants they will appear on your second referral list. Also, you should be aware that any applicant you remove will receive a letter stating they have been removed and why.

Interviewing and Using the Referral List

It is not the intent of this guide to teach you how to conduct an effective interview. However, if you have not had much experience the following DOP websites are recommended:

http://www.state.wv.us/admin/personnel/jobs/movie/interview/default.htm for online training, and,

http://www.state.wv.us/admin/personnel/emprel/toolbox/quiz/interviewing.pdf for an interviewing guide.

They are also recommended for the more seasoned interviewer as a refresher. Effective interviewing is a skill that is acquired through education and practice. The consequences of making bad hiring decisions are too high, so be sure you have basic knowledge of how to interview and the legality of some areas of questioning.

As was stated above, you begin the interviewing process by contacting each applicant on the referral list, starting with the first name on the list and ascertaining their interest and scheduling interviews. Many referral lists will have more than ten names. Remember, you must hire from either the top ten or top ten percent of eligible's *who are available,* whichever is largest. If one person listed in the top ten refuses an interview, then the eleventh person on the referral list becomes number 10. If three people in the top ten do not respond to your inquiry, then the 11th, 12th, and 13th persons become number 8,9 and 10, and so on and so on. This is why it is so important to keep a good record of your contacts with applicants on the referral list and then updating their status in NEOGOV. Seasoned recruiters will often print two copies of the referral list: one to keep notes on and the other to submit to DOP with the hiring paperwork.

Having said twice that you start the process by contacting each applicant to ascertain their interest, you should also understand that you *may* decide not to contact an applicant based upon a careful and considered review of their application which clearly shows they do not have the knowledge, skills, abilities and desirable experience you require. But you *may not eliminate or remove* such persons from the top ten or top ten percent on your referral list.

The preferred contact method is by letter, as it creates a written record of your attempt to contact the applicant. You may contact applicants by telephone, but if you are not able to talk with them or leave a message you must send a letter requesting the applicant to call you. Both voice messages and letters should have a deadline response date clearly stated. The Administrative Rule requires that applicants have at least five days to respond to letters and 48 hours to respond to verbal messages before they can be removed from the referral list.

In reality, you should probably allow seven to ten days for a letter and four days for a message, particularly if a weekend falls in the middle of the timeframe. Schedule your interviews as you hear from the applicants. It is acceptable to go ahead with interviews even if you have not heard from all of the applicants. You do not have to wait until everyone contacts you (or not).

Interviewing is highly encouraged, but not required. If there is a person who is in the top ten or top ten percent of eligibles who is known to your agency and whom you want to hire, you may do so without interviewing any other applicants. You

may also hire an internal applicant from your agency without conducting interviews. *Neither practice is recommended, however, as they cheat your agency of the opportunity to explore the skills and attributes of a number of people. Also, while legal, both give rise to a sense of violation of the principles of the merit system wherein all qualified applicants should be considered.*

Sometimes you will receive applications from persons within your agency. It is highly recommended that you also interview those persons, as a matter of fairness to the individual and the agency, even if you know they are not qualified. Not interviewing an internal applicant sends the wrong message and discourages good morale.

What do I do if none of the available eligibles have the skills, knowledge or experience needed?

You have two choices:

1. You can hire the best of the applicants and provide training (all new employees are on probation for at least six months); or,
2. Initiate additional recruitment by contacting Staffing Services. This might involve targeted outreach or a review of the screening criteria used to create the referral list. Remember, every applicant is evaluated against a set of criteria unique to the position for which they applied. If the criteria lacks relevance or is out of date, then the evaluation process is naturally flawed.

What are Preference Applicants?

This is a good place to talk about "preference applicants". If a permanent classified employee is laid off from their State position, they may apply with DOP to be a preference candidate. DOP reviews their application and determines what job classes the person is eligible for, and then the applicant selects what job class titles (positions) they would accept. They remain a preference applicant for up to one year or until they are hired in a classified position.

Preference applicants must by law be offered any position for which they qualify and will accept. From a user perspective, this means that unless a preference applicant refuses a position, you have to hire them. If you have questions or doubts about the qualifications of a preference applicant whom you have interviewed, contact Staffing Services.

Recruiting for a classified exempt position

If you are recruiting for a classified exempt position, you may consider anyone because classified exempt positions are at-will jobs. That is, they serve at the will and pleasure of the hiring agency and may be terminated at any time with or without cause, which is not absolutely true for classified employees. They are called "classified exempt" because there is a class specification which describes the nature of the work even though they are not covered under the Division of Personnel merit system standards or by the State College System of West Virginia or the University System of West Virginia. For example, at many agencies the Director of Administration is an at-will employee, but is in a classified-exempt position.

For exempt positions, DOP can provide the following services to help you find applicants:

1. An unofficial referral list of qualified applicants; and,
2. Internet posting on the DOP website;

What to do when you have selected an applicant and want to make a job offer

The first thing to do is check all work and personal references. Check past employment to confirm dates, position and reason for leaving. Applicants sometime disclose community activities and church affiliations. You should verify any community activities, but do not check church affiliations.

Unfortunately, not all people are truthful about their education, work experiences or community involvement and a few minutes of effort on your part can prevent a lot of problems in the future.

If the candidate applied for a position requiring a college degree, you should ask them to provide an official copy of their college transcript. Do not accept a copy obtained from the school's website; you want one with an original seal. The same is true for other education, such as trade schools or business schools. All job offers should be conditional upon reference verifications; credit, driving and criminal background checks if applicable; and approval by DOP.

A service DOP can provide before you contact the successful applicant is to determine the maximum salary you may pay. Contact Internal Placement and ask for a prior review. The advantage of doing this is that you will be able to determine the exact amount you will offer the candidate before making the job offer. Please do not ask for a prior review on multiple candidates; select the one

applicant who is best qualified and whom you want to hire. See the guidelines in Appendix 7.

What if the candidate will not accept the amount we offer because it is too low?

Typically, the most that can be offered a candidate is the market rate, assuming they have the requisite experience and qualifications. Any amount over the market rate must be approved by the Director of DOP. If you can justify the amount you want to offer based on criteria such as limited number of qualified applicants or some other issue that makes recruitment unusually difficult, you should send a letter to the Director with the applicable details and ask for an exception. Approval may also be required from the Governor's office. Finally, remember to maintain pay equity with all your employees in the same classification.

Starting dates for new hires

All newly hired classified and classified exempt employees should be scheduled to start on the first day of a pay period. If an employee is transferring from another State agency, it may be necessary to start them in the middle of a day. Check with your payroll clerk or call the Auditor's office. Also, be aware that approval of a new hire is not instantaneous. It can take up to a week, so you need to take this into account when setting the start date. Your payroll clerk can help you pick the best date based on processing times.

What can I do if my new hire doesn't show up or quits after a week or two?

Legislation passed in 2009 states: " If an individual selected for a posted vacancy within the first ten (10) work days of employment: (1) Refuses the offer of employment; (2) fails to report to work; or (3) resigns or otherwise separates from employment ten work days or less from the first day of work, the appointing authority is not required to repost the vacancy prior to making another appointment to the position **if**:

1. the appointment is made within thirty (30) calendar days of when the position again becomes vacant; and,

2. the selection is made from the pool of eligible applicants from which the first employee was hired."

The paperwork behind hiring an applicant

Like most things in government, there is a certain amount of unavoidable paperwork to hire an individual. Assuming the candidate has accepted the offer and you have set a start date, you will need to gather certain information. A form for this purpose can be found at Appendix 3, or you may devise your own.

The information will be used to prepare a Form WV-11 on the HRIS and also to input needed information to EPICS (the State payroll system) after the WV-11 is approved. Once the WV-11 information has been entered and the approval process started, you can expect it to be 3 to 5 business days before you receive final approval. In most agencies the Human Resources and/or payroll department is responsible for entering this information into both systems.

Even if you are moving a current employee of your agency to a new position, a WV-11 has to be completed. But the start date becomes a bit easier to determine, particularly if there will not be a pay rate change. If there is a pay change, the start date needs to be the beginning of a pay period.

At the same time that the WV-11 is initiated, DOP must be faxed certain information. Your payroll clerk or human resources staff will know what has to be sent based on the transaction being completed. But as the recruiter, you should have available the following documents to give to the person entering the WV-11:

- A copy of the referral list
- Job posting
- Prior review letter, if any
- Exception letter from the Director, DOP, for salaries above the market rate
- Copy of any required license and education verification documents
- Certification that the hire was done without any bias and that all candidates were given equal consideration (see Appendix 4 for sample)

Additional information can be found in Appendix 8.

What are my responsibilities after the candidate accepts and the paperwork is completed?

You have four responsibilities as the recruiter:

1. The NEOGOV record of each eligible on the referral list must be updated to show the outcome of their candidacy, that is, not interested, not available, did not return call or respond to letter, considered, interviewed, not hired, hired, etc.

2. Consolidate all applications and other documents into your recruiting file for the position. This file should be retained at your agency for at least two years.
3. Prepare "thank you for your interest, but…" letters for each unsuccessful applicant who you interviewed and have them signed by the appointing authority or designee. A sample letter is at Appendix 5. Retain copies in your recruitment file.
4. Work with the supervisor to ensure the new employee is properly oriented. A good guide to onboarding, as it is often called, can be found in the Supervisor's Toolbox on the DOP website at: http://www.state.wv.us/admin/personnel/emprel/toolbox/Orientation.pdf

Is there anything else to do?

No, you have done all you need to do as the recruiter. That wasn't so bad, was it?

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Revisions:

May 18, 2009, to include revision of length of posting requirement to ten calendar days and rule change regarding new hires who do not report or who quit; removal of personnel assessment language

Appendix 1

Classified Employee: An employee who occupies a position allocated to a class in the classified service.

Classified-Exempt Service: As established by statute, those positions which satisfy the definitions for "class" and "classify" but which are not covered under the Division of Personnel merit system standards or by the State College System of West Virginia or the University System of West Virginia.

Temporary Employment: Employment exempt from the classified service for a period not to exceed 720 work hours per twelve month period.

Part-time Employee: Any person who works less than the full-time work schedule established for an agency.

Part-time Professional: Any classified-exempt employee engaged in professional services without administrative duties and who works no more than half the agency's full-time work schedule.

Provisional Appointment: The hiring of an employee to fill a position pending the administration of an open competitive examination and the establishment of a register.

At-will employee: An employee who is hired without going through the merit system and who works at the will and pleasure of the hiring authority.

Appendix 2

Basic Recruitment Data List

Functional title:

DOP classification title:

Section:

Incumbent name:

Date vacated:

Position Number:

Posting number:

Salary range:

Pay Grade:

Class:

Amount Budgeted:

Funding Source:

Job Description:

Appendix 3 New Employee Data Form (hiring manager should complete for <u>all</u> new hires)

Last Name: _____

First Name: _____

Middle Initial: _____

Address: _____

City: _____

State: _____ ZIP Code: _____

County: _____

Telephone: _____

SSAN: _____

Gender: _____

Race: _____

Birth Date: _____

Section: _____

DOP Title: _____

Working Title: _____

Full-time: _____ Part-time: _____ Temporary: _____

FTE: _____ Salary: $_____

Start Date: _____

Fund	FY	Extended ORG	Activity	Unit	Percentage If Split

<u>The following will be completed by Payroll / HR:</u>

Vacancy Date: _____ Posting Number: _____

EPICS #: _____ Grade: _____

Position Number: _____ Classified/Exempt: _____

Class: _____

Appendix 4

Certification to be sent with WV-11

Memorandum

Date:

To: Director, Division of Personnel

From: (insert name of appointing authority or designee)

(insert name of agency)

Subject: Original Appointment

I certify that (*insert name of person making the selection)*, in making the selection for the proposed original appointment indicated on: *(complete at least one)*

Posting number: _____

Certification number: _____

WV-11 Reference number: _____

gave due consideration, based on job-related criteria, to all eligible and available applicants certified and did not make the selection based on favoritism shown or patronage granted.

Appendix 5

Sample rejection letter

Date

Ms. Jane Doe

789 Main Street

Looneyville, West Virginia 25123

Dear Ms. Doe:

I am writing to advise that the position of (*name of position)* has been filled. We appreciate your interest, and wish you well with your future employment endeavors.

Sincerely,

(Name andTitle)

Appendix 6

Selected Division of Personnel Telephone Numbers

The main number is 558-3950.

	Extension:
Registers:	57208
Classification and Compensation:	57203
Internal Placement for prior reviews:	57205
Employee Relations:	57209

Appendix 7

INTERNAL EMPLOYEE PLACEMENT

GUIDELINES FOR REQUESTING A PRIOR REVIEW

If you are an agency manager and would like to request a prior review for minimum qualifications and salary eligibility for a job applicant when filling a position or reallocating an employee, please submit the following information:

I. Copy of current Division of Personnel application

A. Applications (updated copies are acceptable) must be signed and dated

1. Employment dates must include month and year

2. Paid or volunteer employment must be marked

3. Part-time experience must include the number of hours worked per week

4. Supervisory experience must be marked, if applicable, including month and year began supervising

B. Type of employment must be specified and broken down by jobs and dates

1. Changes in duties, title, or employment status with the same employer must be listed as a separate job

2. Present or most recent job should include only the duties and dates for that specific job

II. Copy of current license, registration, certification, college transcript, college hours, certificate verifying vocational school clock hours, or other verification as required to qualify

III. Copy of job posting when filling a vacant position. Applicant must be on the register or a current or former employee OR

IV. Copy of first page of Position Description Form reflecting Classification and Compensation's determination of appropriate position when reallocating an employee

The above information should be sent by mail to: Manager, Internal Employee Placement, WV Division of Personnel, Building 6, Room 449, Charleston, West Virginia 25305

Please allow two weeks for review as WV-11's have priority. Response will be mailed to you as soon as possible after receipt. For quicker response, please limit the number of applications you send for a job posting to your top two or three selections.

If you have questions, please call (304) 558-3950 extension 57205. IEP 10/30/08

Appendix 8

Reminders to Expedite the WV-11 Process

for New Hires and Status Changes

1. Enter supporting documentation in the e-fax immediately when WV-11 is submitted for West Virginia Division of Personnel approval.

2. Ensure that backup documentation, such as application, referral list certification, transcript, degree, license, registration, certification, temporary upgrade letter, demotion letter, etc., is legible before it is e-faxed.

3. Include West Virginia Division of Personnel Application when proposed salary is above entry or a prior review determination if previously requested.

4. Ensure that reference number on supporting documentation matches the WV-11 reference number.

5. Submit additional supporting information in e-fax using the same reference number.

6. Note in justification the reference number of WV-11 that was previously rejected to locate supporting documentation and to avoid resubmitting it.

7. Note in justification if the WV-11 must be approved before a second WV-11 can be processed.

8. Explain purpose of transaction briefly, providing pertinent facts in the justification, to avoid confusion or delay in processing a WV-11 that is unique or unusual, i.e., when separation out is required prior to transfer in.

9. Coordinate effective date with the other agency prior to submitting WV-11 that involves transfer.

10. Ensure that appointment date is not prior to the referral list certification.

11. Ensure that posting is closed prior to date WV-11 is entered in HRIS system.

12. Ensure that posting is not older than six months and is still valid.

13. Ensure that the name, social security number, and transaction code as well as the title, pay grade, salary, and effective date in the current and proposed budget information are correct before WV-11 is submitted.

14. Ensure appropriate documentation is submitted for each new hire and status change transaction.

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