



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES
AGENCY POLICY STATEMENT**

SUBJECT: PRE-EMPLOYMENT PROCESSING

INDEX NUMBER: 202.00

EFFECTIVE DATE: 9/25/2023

PURPOSE: To ensure uniformity in the hiring process of potential Division of Administrative Services (“DAS”) employees.

REFERENCE: 143CSR4 Title 143 West Virginia Division of Personnel Pre-Employment Reference and Inquiries Rule; West Virginia Division of Personnel Policy DOP-P9 Employment References.

RESPONSIBILITY: The Assistant Director of Human Resources exercises responsibility and authority for managing and administering the DAS Pre-Employment Processing Policy, assists other DAS Assistant Directors with navigating and following the Pre-Employment Processing Policy protocol as outlined in this policy. The Assistant Director of Human Resources is authorized to amend as necessary.

CANCELLATION: Any previous written or verbal instruction on this subject.

APPLICABILITY: All employees. This Policy Statement is available for general distribution and is not exempt from Freedom of Information Act requests.

DEFINITIONS:

NCIC Background Check: The National Crime Information Center, or NCIC, is an electronic clearinghouse of crime data available to virtually every criminal justice agency nationwide. Many employers and organizations require background checks to avoid employing a criminal or an individual who could place their company or organization in jeopardy.

Human Resources Designee: This is defined as the Assistant Director of Human Resources, Operations Manager of Human Resources or Administrative Services Manager I of Human Resources.

POLICY:

1. All DAS Assistant Directors and/or Managers shall comply with all procedures outlined herein during the hiring of individuals seeking employment with the Division of Administrative Services.
2. All DAS Assistant Directors and/or Managers, as well as the Human Resource Designee, shall ensure the following events takes place as noted below:

- a. DAS Assistant Director and/or Manager shall develop a Justification to Hire and Post Memorandum and obtain approval by the DAS Director or Deputy Director. Once complete, deliver to one of the defined Human Resource Designees. Human Resources will obtain all other approvals.
- b. Human Resource Designee will deliver the approved Justification to Hire and Post Memorandum to the Human Resource Employee Relations team for the position to be posted accordingly.
- c. The day following the posting closing, the Human Resource Employee Relations team will generate the appropriate Division of Personnel register and corresponding employment applications and email to the hiring DAS Assistant Director and/or Manager for their review.
- d. DAS Assistant Director and/or Manager determines candidates for interview, and relays the information to the Human Resource Employee Relations Team. The Employee Relations Team will determine if the chosen candidates are qualified for the available position. Human Resource Employee Relations Team sends the qualifying information to the hiring DAS Assistant Director and/or Manager.
- e. DAS Assistant Director and/or Manager determine interview panel. The panel must consist of a minimum of three members who are at the same paygrade or higher for the position being hired. The DAS Assistant Director and/or Manager conducts interviews of qualifying candidates, and makes the selection of candidate for the position.
- f. Human Resource Designee determines the salary amount the candidate qualifies for and relays this information to the hiring DAS Assistant Director and/or Manager.
- g. The Human Resource Designee will conduct reference checks on the candidate using the Division of Personnel's Reference Form. The Human Resource Designee will send the completed Reference Forms to the hiring Assistant Director and/or Manager who will then choose to proceed with the hiring process and relay the information to the Human Resource Designee. Assistant Director and/or Manager will make verbal offer.
- h. DAS Assistant Director and/or Manager determines the salary amount to be offered and if the amount is higher than the minimum of the paygrade, the Human Resource Designee develops a Hire Above Memorandum to be signed and approved by the DAS Director or Deputy Director and the Department of Homeland Security Cabinet Secretary. After the Hire Above Memorandum is approved, the Human Resource Designee will draft the offer letter.
- i. Human Resource Designee will communicate with the candidate and provide the offer letter along with the DAS Background Release Form for signature, as well as request a copy of the employee's Drivers' License and Social Security Card. Candidate will return materials to the Human Resources Designee. The Human

Resource Designee will be responsible for developing the New Hire Packet according to the New Hire Checklist and deliver to the Transactions Team for entry.

- j. Human Resource Designee will forward all materials to the Transaction team for processing with the Division of Personnel. Once a tentative start date is determined that date will be provided to the candidate as well as the hiring Assistant Director and/or Manager by the Human Resource Designee.
- k. The Human Resource Designee will have a final call with the candidate to communicate the date, time and location for them to report for work, as well as the dress code and parking. Orientation will be scheduled by the Human Resource Designee for the candidate's first day to include Benefits, Payroll and Employee Relations, and the candidate will be informed of materials to bring with them pertaining to their orientation including birth certificate for themselves and any dependents, marriage certificate and a voided check.
- l. The hiring Assistant Director and/or Manager completes a NAF form and submits to the Office of Technology to establish the new employee's email address, network access required as well as any other technology related needs.
- m. Hiring Assistant Director and/or Manager will work to ensure the candidate's workspace is prepared and includes all technology equipment needed, desk phone programmed appropriately, and COOP backpack is assigned.

ATTACHMENTS: None

APPROVED SIGNATURE:



Joseph C. Thornton, Director

9.25.23

Date