

Custom Classification
Multi-Hire, Multi-Level, and Flexible Close Date
Civil Service Search Processes

Scenario 1: Multiple vacancies with the same job description (incl. MAQs)

Unit initially submits: 2 or more Staff Vacancy workflows

Workflow 1: Position number 1

Workflow 2: Position number 2 (etc.)

Referral: IHR sends one referral of candidates listing all included position numbers as with traditional batched referrals.

Additional hires: Unit submits additional Staff Vacancy workflows if more hires are needed than initially submitted.

Scenario 2: Two-level search filling one vacancy

Unit initially submits: 2 Staff Vacancy workflows

Workflow 1: Job description at Level 1, position number 1

Workflow 2: Job description at Level 2, position number 1

Qualifying: Applicants are qualified for either the lower level only or for both levels.

Referral: The vacancy and referral proceed as one vacancy from one register. (Internal to IHR, only one ER and one register exist in the Personnel Register Management System (PRMS).) IHR sends one referral of candidates who qualified for the lower level, with information about which candidates are qualified for the higher level as well. If the candidate pool identified in the collaborative candidate review is sufficient at the higher level, the unit may choose to proceed with only the higher level reaching the register and referral.

Scenario 3: Two-level search filling two or more vacancies

Unit initially submits: 2 Staff Vacancy workflows

Workflow 1: Job description at Level 1, position number 1

Workflow 2: Job description at Level 2, position number 2

Qualifying: Applicants are qualified for either the lower level only or for both levels.

Referral: IHR sends one referral of candidates for each level.

Additional hires: Unit submits additional Staff Vacancy workflows at the levels of each subsequent hire.

Scenario 4: “Soft Close Date” filling one vacancy

Unit initially submits: 1 Staff Vacancy workflow

Posting: Posting indicates “for full consideration apply by XX/XX/XXXX” but remains open for additional applicants after that date.

Qualifying & Referral: Candidates are qualified and referred after the “full consideration” deadline as if the posting concluded at that time. The register specific to this search operates as open-and-continuous from initial deadline to the conclusion of the search.

Additional unit submission: Unit submits additional Staff Vacancy workflow on the same position number at the conclusion of posting to include applicants since the initial deadline (i.e., the register Freeze Date of the original vacancy/referral), if needed. The earlier vacancy for the position is withdrawn.

Drawback(s): Depending on register score distribution, initial register/referral could include candidates not referable on later register. If one of those candidates is to be hired, the later Vacancy should not be submitted.

Scenario 5: “Soft Close Date” filling two or more vacancies

Unit initially submits: 1 Staff Vacancy workflow

Posting: Posting indicates “for full consideration apply by XX/XX/XXXX” but remains open for additional applicants after that date.

Qualifying & Referral: Candidates are qualified and referred after the “full consideration” deadline as if the posting concluded at that time. The register specific to this search operates as open-and-continuous from initial deadline to the conclusion of the search.

Additional unit submission: Unit submits additional Staff Vacancy workflows on additional position numbers between initial close date and the conclusion of posting to include applicants since earlier Register Freeze Date, if needed.