

Policy Name	Recruitment and hiring process			Policy Number	76-60.01
Section Title	Human Resources	Section Number	76-60	Former Policy No.	76-6.1
Approval Authority	Agency Director			Effective Date	7/20/2020
Responsible Executive	Chief Operating Officer			Revised Date	5/25/2021
Responsible Office	Director's Office			Last Reviewed	5/19/2020
Responsible Reviewer	Yeatts, Elaine				

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**Purpose:**

To ensure that the Department employs procedures which result in an efficient and consistent competitive hiring process that promotes equal employment opportunity and a diverse and highly effective workforce.

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**Policy:**

Applicants are to be selected on the basis of their ability to perform the duties of the position that they have applied for based on an objective evaluation of the applicant's job-related experience, education and ability to perform the job as may be evidenced by personnel records, evaluation of knowledge and skills, reference checks and interviews. Recruitment and hiring procedures based on race, sex, color, age, religion, national origin, veteran status, political affiliation, genetics, disability or other nonrelated criteria is prohibited. Positions will be screened based upon the qualifications established for the position and the criteria shall be consistently applied to all applicants. When requested, DHP shall provide reasonable accommodation throughout the hiring process to applicants with disabilities when such applicants are being considered for employment.

The Director shall have final approval for hiring an individual to any position.

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**Authority:**

[Department of Human Resources Policies](#)

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**Procedures:**

[Recruitment Checklist](#)

[Recruitment Process](#)

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**Forms:**

[Hiring forms](#)

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**Related Policies:**

[Criminal background checks for certain employees](#)