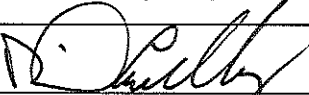




Department of Management Services
Division of Human Resource Management

POLICY CLARIFICATION

STATUTORY/RULE REFERENCE NUMBER: N/A	TRACKING NUMBER: 2006-#001
SUBJECT: <i>Multiple Hires on Rolling Requisitions</i>	
APPROVAL SIGNATURE: 	EFFECTIVE DATE: October 4, 2006

Issue:

Is an agency required to create a separate requisition for each position when the agency fills multiple positions from a rolling requisition?

Background:

Many agencies advertise rolling requisitions to collect an applicant pool from which to fill multiple positions in occupational areas for which the agency always has vacancies. For the purposes of this document, "rolling requisitions" are those that are posted continuously for positions that the agency has a need to fill on a regular basis (for example, correctional officers, nurses, law enforcement officers, etc).

When the People First Staffing module was first implemented, a design option was under consideration that would have carried the applicant's personal information directly from the requisition to which the applicant had responded into the People First Human Resource administration module during the hiring process. Consequently, the practice of using a rolling requisition to collect an applicant pool continued, but once an applicant was selected for a position, the hiring manager or the People First Service Center would create a separate requisition for that individual hire, which would reference the original rolling requisition. As such, this necessitated that each hire be associated with one specific requisition, even if that position was part of a rolling requisition job announcement.

Policy:

It is not necessary to create a separate requisition for each hire when the agency is filling multiple positions from a rolling requisition. Since all new hires are entered into the People First HR module using the Personnel Action Request (PAR) process, rather than having data flow from the requisition as originally contemplated, it is not necessary to create separate requisitions for each individual hired from a rolling requisition.

Therefore, when candidates are hired from a rolling requisition, the hiring managers shall indicate on the rolling requisition the candidate's name, hire date and the position number they are filling. The hiring managers in the agencies are reviewing these requisitions on a continuous basis and are evaluating the applicants as they apply, so they can simply indicate hires as they happen.

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Agencies should ensure that all personnel staff, hiring and requisition managers, and anyone else involved in the staffing requisition process are aware of this practice. The People First Service Center has been informed of this policy decision and will assist hiring managers as necessary in correctly documenting this information.

DISCLAIMER: This policy clarification is strictly limited to the precise facts set forth. It may not be valid with different factual scenarios. You should confirm with your legal office if your situation is different