

Selection Packet Requirements

The **HR Analyst/Specialist** must ensure that the following documents are attached to the exam plan/requisition in NEOGOV for all filled positions. If a requested position was not filled, documentation of the unfilled status must be included in NEOGOV.

- 1) Current position description
- 2) Recall List
- 3) Appointment memo comparing selected candidate to the selection criteria (provided by the bureau)
- 4) Verification that selected candidate is not a sanctioned applicant (if applicable – a note in the exam plan is sufficient)
- 5) Credential review (only if done outside of NEOGOV)

The **Bureau Personnel Liaison** must maintain the following documentation for a period of three (3) years after completion of the selection process:

- 1) Transfer list (if applicable)
- 2) Screening criteria
- 3) Interview questions
- 4) Selection criteria utilized to determine the applicant chosen for the position
- 5) Results of other selection methods used in the selection process (testing, written exercises, etc)
- 6) Copy of notification letter sent to candidates interviewed but not selected
- 7) Copy of Conditional Offer of Employment letter sent to new hire; provides notification of drug testing requirement (click [here](#) for sample letter; bolded paragraph MUST be included) (NOTE: This letter is required for all hires that are not current state employees.)

OR

Copy of Offer/Confirmation of Employment letter sent to current state employee

OR

Copy of Notice of Recall sent to employee

- 8) Copy of final confirmation letter sent to new hire following receipt of drug test results (if one is sent)