

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Review of Applicant Qualifications

Policy Number: 104.14

Effective Date: 10/20/2020

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Human Resources)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All applicants must meet the established Minimum Qualifications for a job in order to be considered for employment, interagency transfer, job change, promotion, or demotion with the Georgia Department of Corrections (GDC).

II. Authority:

- A. State Personnel Board Rule: 478-1-.10 Classification Plan;
- B. GDC SOP: 104.09 Filling a Vacancy; and
- C. ACA Standards: 2-CO-1C-07, 2-CO-1C-13, 5-ACI-1C-10 (ref. 4-4057), 4-ACRS-7B-04, and 4-ALDF-7B-01.

III. Definitions:

- A. **Minimum Qualifications** - Formal statements of types, amounts and/or levels of work experience, training, education, and such other personal attributes as are deemed necessary both for minimally satisfactory job performance and for the accomplishment of other goals. Lack of possession of these attributes in full will disqualify an applicant from the selection process for the job in question.
- B. **Preferred Qualifications** - Statements of types, amounts and/or levels of work experience, training, education, and other personal attributes that would reasonably indicate that the applicant could perform job duties at well above the minimally acceptable level. A person with Preferred Qualifications reasonably could be expected to perform both a wider variety and a higher level of job responsibilities at the time of hire than the minimally qualified applicant.
- C. **Qualification Review** - Process to determine if an applicant meets the Minimum Qualifications established for a job.

GEORGIA DEPARTMENT OF CORRECTIONS



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Page Number: 2 of 4

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IV. Statement of Policy and Applicable Procedures:

Pre-employment Requirements:

A. Appointing Authorities/designees are authorized to make PRELIMINARY Qualification Review decisions for ALL GDC jobs.

1. Appointing Authorities/designees must utilize GDC official job Minimum Qualifications to make appropriate preliminary Qualification Review decisions for applicants being considered for employment. Job Minimum Qualifications are listed on the Department's vacancy announcement and on the Department of Administrative Services/Human Resources Administration web site (www.doas.ga.gov/human-resources-administration).

NOTE: Minimum Qualifications for each job will be listed at the end of each job description.

2. Appointing Authorities/designees must review applications, resumes, and/or employees' work histories to determine if applicants meet the Minimum Qualifications for the job.
 3. Appointing Authorities/designees may conduct interviews of applicants who they have determined meet the Minimum Qualifications for the job. **Applicants who do not meet the Minimum Qualifications for the job shall not be granted an interview.**
 4. Prior to interviewing, Appointing Authorities/designees may further screen applicants based on the official Preferred Qualifications for the job.
- B. Upon completion of the interview process, Appointing Authorities/designees must complete Attachment 1, Qualification Review Form **for the selectee only**. The Qualification Review Form and a completed application or resume must then be forwarded to the Corrections Human Resource Management (CHRM) Job Evaluation Unit for review.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Review of Applicant Qualifications

Policy Number: 104.14

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Page Number: 3 of 4

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Originating Division:
Administration & Finance
Division (Human Resources)

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C. Upon receipt of the Qualification Review Form, a CHRM Representative will review the qualifications of the selectee.

1. CHRM may contact field HR Representatives to request additional information regarding an applicant's education, experience, etc.
2. CHRM will notify the requesting official of the official Qualification Review decisions for applicants via e-mail. The e-mail notification must be attached to the Position/Personnel Action Request Form to hire, interagency transfer, job change, promote or demote an applicant. This action must be forwarded to and processed by the assigned CHRM Technician.

NOTE: Although Appointing Authorities/designees made the preliminary Qualification Review decision on all applicants; Appointing Authorities/designees must receive notification from CHRM that the selectee officially meets Minimum Qualifications before extending a job offer.

- D. Appointing Authorities/designees will make preliminary Minimum Qualifications decisions regarding job applicants. CHRM Job Evaluation Unit representatives will make official Minimum Qualifications decisions for all selectees based on information presented by the applicants.
- E. Appointing Authorities/designees are responsible for verifying the accuracy of the information contained in the selectee's application/resume (training, experience, education, etc.) prior to making an offer of employment.
- F. The CHRM Job Evaluation Unit will be available for consultation on all Qualification Review decisions.
- G. Correctional Officers: Once the Appointing Authority/designee has verified that the correctional officer applicant is exempt from testing or has received a passing test score, and noted this verification in writing in the comments section of the

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Page Number: 4 of 4

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Personnel Action Request Form appointing an applicant, then no other review of qualifications is necessary by CHRM.

H. Hourly Positions: It is not necessary to request a review of Minimum Qualifications for applicants or selectees for hourly positions. However, Appointing Authorities are responsible for reviewing applications or resumes of applicants for hourly positions to ensure that they meet the Minimum Qualifications prior to selection.

V. Attachments:

Attachment 1: Qualification Review Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be retained permanently in the local and official personnel file for the selectee and in the CHRM Job Evaluation Unit for six (6) calendar months.