

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number HMR-023
	Subject Applications for Professional Staff Employment	
	Special Instructions Replaces HMR-023 dated April 24, 2024	Effective Date March 10, 2026

I. PURPOSE

Establish guidelines for processing applications for employment as Professional Staff.

II. POLICY

All Professional Staff applications shall be processed as outlined in this procedure.

Should a current Department employee wish to separate from the Department and be rehired by the Department in a Professional Staff position, an application for employment will be accepted. However, if the employee is selected for the position, they cannot be rehired until after they have terminated employment from the Department.

III. PROCEDURE

A. Applications for Professional Staff positions shall be submitted utilizing the Department's online system, NeoGov. Required attachments, e.g. transcripts, DD214's, etc., shall be attached to the application in NeoGov.

B. The Human Resources Division and Employment Services/Recruiting Section shall determine if an applicant needs to be tested to meet the qualifications for the position for which the applicant has applied. If a test needs to be given, a date and time shall be scheduled for the testing. If a test is not necessary, the application shall be processed.

C. All completed applications shall be maintained in the Department's electronic system.

D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.