

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870(R/S-06)</small>	Reference Number <b>HMR-023</b>
	Subject <b>Applications for Professional Staff Employment</b>	
	Special Instructions Replaces HMR-023 dated March 1, 2015	Effective Date <b>April 24, 2024</b>

## **I. PURPOSE**

Establish guidelines for processing applications for employment as Professional Staff.

## **II. POLICY**

All new 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 on-line utilizing the State's electronic job bank system. Required attachments, e.g. transcripts, DD214's, etc., shall be forwarded directly to the Human Resources Division. Paper applications will not be accepted.

B. The Human Resources Division 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 job bank system.

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