



## **DRS Recruitment and Employment Overview**

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### **Hiring Process**

- Internal job requisition (HCM 92) is initiated by hiring division/school
- Internal requisition is approved by Division Administrator or School Superintendent and routed through HR and Finance prior to final approval by HR Director on behalf of Agency Director
- Once the internal requisition is approved, HR creates a Workday requisition, which is routed for approval and ultimately results in the posting of an announcement in Workday. The announcement is simultaneously posted in iDRS, the DRS intranet.
- Job announcements are also distributed to other external sources as requested by the hiring manager.
- As applicants apply, they are screened for qualifications by DRS HR staff and provisioned for review of the hiring manager.
- Hiring manager then is responsible for reviewing the active applications and setting up interviews. Interviews can be scheduled through Workday.
- Upon a selection, hiring manager sends a selection form to HR with all pertinent information
- HR initiates a background check on selected candidate. School candidates receive national agency check; all other candidates receive 05B1 background check.
- Upon successful completion of background check, HR coordinates start date with the hiring manager and applicant

## **Causes for Delays in Hiring Process**

- New position which must be established
- PIN vacant for a long time and must be funded
- Inadequate applicant pool due to location or specialized qualifications
- Hiring manager inaction
- Derogatory information surfaces from background check
- Candidate withdraws or declines at the last minute

## **Recruitment Sources**

- **All jobs:** Various state agencies and universities, posting on Workday state job site
- **VR related:** Various institutional Rehabilitation Counseling Program Contacts, such as South Carolina State Univ. North Carolina Agricultural Univ., Winston Salem State Univ., Cal State Fresno; Rehabnetwork.org, Handshake, Commission on Rehabilitation Counselor Certification job board, tribal VR, etc.
- **SBVI related:** Lighthouse for the Blind HQ; University of Boston; Western Michigan University; South Carolina State University; Stephen F. Austin State University; Texas Tech University; Missouri State University; University of Arkansas at Little Rock.
- **Oklahoma School for the Blind:** Social media, OKEPAS (Oklahoma State Regents for Higher Education), professional contacts, other websites.
- **Oklahoma School for the Deaf:** Social media, undergraduate/graduate programs in Oklahoma and around the nation, and specific graduate programs for teachers, counselors and others.