

SUBJECT: RECRUITMENT AND SELECTION
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RECRUITMENT

The Bureau is committed to recruiting and selecting individuals of the highest quality to serve the citizens of North Carolina. To meet this commitment, the Bureau must effectively identify and attract those applicants who have the best skills, knowledge, abilities, education, and experience, and who have the personal dedication to meet the challenging responsibilities of the Bureau's employment opportunities successfully. Recruitment is a responsibility of all Special Agents in Charge, Supervisors and Assistant Directors. All employees are encouraged to participate in informal recruitment activities. The Assistant Director for Administrative Services is assigned responsibilities for the overall recruitment effort of the Bureau.

SELECTION

- A. At the instruction of the SBI Director, a selection process will be initiated by the appropriate Assistant Director. The specific selection process to be followed will be a selection process approved by the Director.
- B. Methods and Materials used are the following:
 - 1. The Assistant Director will ensure that the process is conducted in compliance with applicable law and with impartiality and fairness.
 - 2. The methods employed and materials used in the selection process including review board examinations, written tests and other physical or mental examination or testing will be those which have been tested for validity, have utility, and cause a minimum of adverse impact on any applicant.
 - 3. The elements of each phase of the selection process will be uniformly administered to each applicant including instruction, time limitations, and scoring formula.
- C. Security for the selection process will be:
 - 1. The materials used in the selection process will be secured in the office of the Assistant Director and access will be limited to designated individuals involved in the selection process or in development of materials to be used in

SUBJECT: RECRUITMENT AND SELECTION

the selection process.

2. After selections are made, materials used in the selection process, when not required to be kept, may be disposed of by shredding by the Assistant Director for Administrative Services.
- D. Review of all selection processes will be conducted following their use or at least annually by the Assistant Directors to determine their effectiveness and for making any modifications for improvement.
- E. The selection rate will be determined at the conclusion of each selection process and will be determined by the appropriate Assistant Director for each group of applicants by race, sex and ethnic group. The selection rate for each group will be compared to the applicant group having the highest selection rate. The selection rate and data will be reported to the Assistant Director for Administrative Services.
- F. The selection rate will be determined for each group by dividing the number of applicants selected for employment from the group by the number of applicants in that group.
- G. The purpose of determining the selection rate is to determine whether or not any group is adversely impacted during the process. Only those written tests, review board examinations or other selection methods which are fair and impartial will be used during the process in selecting individuals for employment by the SBI. Data used and records produced in monitoring adverse impact will be maintained for a minimum of five years.
- H. Applicants who fail to meet Bureau qualification requirements will be notified by the Personnel Office following receipt of the application and will not be considered during the selection process. These applicants will also be advised if they meet Bureau qualification requirements at a future date, they may reapply.
- I. If an applicant is eliminated from further consideration due to failure to make a satisfactory score or rating on one or more parts of the selection process, the applicant will be so notified by the Assistant Director responsible for conducting the selection process. The applicant must be notified within thirty days following elimination.

SUBJECT: RECRUITMENT AND SELECTION
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- J. At the conclusion of the selection process, those applicants not selected will be notified.
- K. Records of applicant files including applications and any results of any test or review board will be returned to the Assistant Director for Administrative Services.

AUTHORITY

The Director of the State Bureau of Investigation has the responsibility and authority to offer initial employment to prospective employees of the SBI (North Carolina General Statute 114.12).

APPLICANT RECORDS

The Department of Justice Personnel Office will receive and maintain applications for employment. At the Director's initiation, applicant files are to be obtained from the Personnel Office for use in a selection process as set out in Bureau procedures.