

# Requisition Request Instructions

Job announcements have three objectives:

1. To provide information about the position;
2. To attract the interest of suitable candidates;
3. To motivate qualified candidates to apply.

Completing information on the [Requisition Request Form](#), is an important step in the selection process. Preview form on page 6.

**The following items must be completed on the Requisition Request:**

***If you have questions regarding the form, please contact your Human Resource Specialist.***

**Job Title:**

The official payroll title for the position. To be more descriptive of the job, a working title may also be used.

**Civil Service or Exempt:**

Select the appropriate box for the position. An exempt position is a position that has been specifically excluded pursuant to SDCL 3-6 or by the Bureau of Human Resources Commissioner.

**Veterans' Preference Eligible:**

All civil service and many exempt positions must comply with veterans' preference requirements as outlined in SDCL 3-3-1. Please contact your Human Resource Manager for more information regarding veterans' preference eligibility.

**Hiring Manager:** Fill in the name and employee number of the hiring manager.

**Send Posted Email to:**

Who should receive the notification that the job has been posted. Include both the name and employee number.

Need another manager to see your requisition in Manager Space? You'll need to set up Proxy – Follow these instructions → [Proxy Management Guide](#).

**Position Number(s):**

Position number(s) of the vacancy(ies) to announce.

**Full-Time or Part-Time:**

Indicate if full-time or part-time. If a part-time position works less than 40 hours per week and is specifically noted on the job announcement. If part-time, indicate the number of hours per week.

**Number of Openings:**

Number of vacancies. Include a position number for each opening.

**Location:**

The geographical location of the announced position (up to four locations can be added, please list all if more than one is considered). Indicate if the location of the position is negotiable. Also indicate if the position can be remote. If a position can be remote or the location is negotiable, make sure the body of the announcement defines what remote means for that particular job. We want to provide applicants enough information to give them a clear understanding of what will be considered as far as the location of the job.

**Department & Division:**

The department and division where the position works.

**Type of Announcement:**

On the requisition request click on "Choose an item" to view a list of options for the type of announcement.

- **Open and Competitive** - vacancies announced as open/competitive are open to the general public.
- **Statewide Promotional** – open to all permanent, exempt, or probationary employees of the State of South Dakota.
- **Department Promotional** – open to permanent, exempt or probationary state employees within the specified department.
- **Unit-Specific Promotional** – open to permanent, exempt or probationary state employees within a specific classification and/or unit.

**Most Recent Incumbent(s):**

The most recent employee to hold the position.

**Length of Recruitment:**

The posting period for the announcement. On the requisition request click on "Choose an item" to view a list of options. *All positions must be announced for a minimum of one week.*

- **One week** – typically promotional announcements are open for one week.
- **Ten days**
- **Two weeks**
- **Three weeks**
- **Four weeks**
- **Open Until Filled** - positions that are difficult to fill may be announced as Open Until Filled.

**Rate of Pay:**

The rate of pay for the position. The hourly rate of pay is listed for positions that are paid an hourly rate; annual amounts are typically listed for salaried positions. You may include a pay range to indicate the minimum and maximum rate of starting pay for the position. Please contact your Human Resource Manager for additional information.

**Pay Grade:**

The pay grade of the position. Indicate the pay grade of the position. Example would be a secretary position which is in the general structure and is a pay grade D.

**Geographic Differential:**

Indicate if there is a geographic differential for the position.

**Shift Differential:**

Indicate if there is a shift differential for the position.

**Question Set Required:**

A set of specific job-related questions that a candidate is required to complete during the application process. These questions are used for specific jobs such as Parole Agents and Correctional Officers. On the requisition request click on "Choose an item" to view a list of the available questionnaires.

**Other Requirements Section:**

Certain positions have other requirements a candidate must complete before hire.

- **Background Investigation** – *Successful candidate(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.*

- **Drug Testing** – *Offers of employment are conditional upon successful completion of a drug screening.*

- **Abuse and Neglect Screening** – *Successful candidate(s) will undergo an abuse and neglect screening.*

- **Commercial Driver's License** – *Incumbent must have a valid driver's license and be able to obtain a Class A commercial driver's license (CDL) within 120 days of hire date to retain employment. Employee will be subject to pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing. Incumbent must be willing to live in or to relocate within a 20-30 minute commuting distance of the above location, and must be available for work on short notice during emergencies and adverse weather conditions. According to SDCL 32-12A, candidates will be required to authorize the Department of Transportation to obtain a complete driving record.*

**Other Required Documents:**

Describe the required documents.

**Working Conditions or Other Specific Requirements:**

Working conditions, such as physical or environmental conditions, or other position requirements.

**Introduction / Job Description:**

Please adequately describe the job and your agency or division to attract qualified applicants.

**Licenses and Certifications:**

Position requires a particular degree, certification, license, or experience. These are typically mandated by federal or state law, rules, or contractual agreements.

**The Ideal Candidate Will Have:**

Experience or education that is preferred.

## **Entry Level Knowledge, Skills and Abilities (KSAs):**

The knowledge, skills, and abilities found on the class specification are included in the job announcement unless additions, deletions, or revisions are listed. Avoid language that may discourage candidates with disabilities from applying; for example, phrases such as completing tasks orally and in writing and requiring a driver license when accommodations can be made.

➤ **Knowledge of:** relates to organized information, facts, or principles that an individual must possess for successful job performance. Knowledge may be acquired through formal education, training, and personal experience.

Examples of knowledge statements are:

- Business English;
- accounting principles and practices;
- principles of natural science related to environmental control.

➤ **Skills:** may be natural or acquired from past work and life experiences.

Examples of skills statements are:

- proofread materials to correct errors in spelling, grammar, and punctuation.
- operate heavy equipment.

➤ **Ability to:** relates to demonstrated mental or physical abilities, characteristics, behaviors, and traits that are required for successful job performance and personal effectiveness. Abilities may be natural or acquired from past work and life experiences.

Examples of Ability to statements are:

- work independently with minimal supervision.
- meet schedules and timelines.
- establish and maintain effective and cooperative working relationships with others.

## **Additional Requirement Questions:**

Additional questions listed on the bottom of the announcement. Candidates are expected to complete and attach responses to the job application prior to submitting; however, candidates are able to submit applications without answering the additional questions. BHR does not screen applications for the submission of these questions.

## **ADVERTISING METHODS**

Jobs are posted on the BHR Career Space site at <http://bhr.sd.gov/workforus>. Civil service vacancies are required to be posted, and exempt vacancies are posted at the request of the appointing authority. There are two job boards - one for current State employees (non-regental) which is [Employee Space](#), and one for external candidates which is Career Space. Promotional announcements are only posted on Employee Space. Job announcements are also posted on the South Dakota Department of Labor and Regulation's SDWorks site at <http://dlr.sd.gov>.

In addition to the state job sites, the vacancy may be advertised using other avenues. [Contact your Human Resource Manager](#) for additional recruitment options.

## **BHR Mailing List**

The Bureau of Human Resources sponsors a weekly listserv mailing list that provides direct links to all of the jobs that were posted the previous week. You can sign up for that mailing list by going to: <http://tinyurl.com/getnotifiedSDjobs>.

## **Third Party Job Boards**

Many third-party sites such as Indeed automatically post State job announcements through a method called scraping. You may also request to post job announcements on additional third-party job boards that are tailored to a particular occupation or candidate group.

- **Indeed**

All state jobs are scraped to Indeed.com. For a fee, agencies can request that a job is sponsored on Indeed. Some criteria needs to be met to be eligible, including that it is in a single location, and not statewide. Sponsored jobs on Indeed cost a minimum of \$300 for 30 days. Sponsored jobs appear at the top of the Indeed feed and get more exposure to applicants.

- **Keloland Employment**

All state jobs are manually added to Keloland Employment.

- **Handshake**

A majority of state jobs (especially hard to fill) are posted to the college/university recruiting platform called Handshake.

## **Social Media**

State job postings are posted on Facebook, Twitter, Instagram and LinkedIn. In addition to standard posts on Facebook, job announcements can be boosted. Boosted posts are reserved for hard-to-fill positions, and for a small fee, appear higher up in the newsfeed and can be targeted to different audiences by location. You may also use the URL listed on the bottom of the job announcement to post on your agency's social media sites. Follow BHR's social media pages here: <https://bhr.sd.gov/social-media/>.

## **Newspaper or Journal Advertisements**

Although not as common as it was in the past, you may request to advertise positions in newspapers or journals. Your Human Resource Specialist/Manager can assist you in drafting and placing these ads. Journals often take more lead-time due to print deadlines so factor that additional time into your recruitment plan.

**BUREAU OF HUMAN RESOURCES**

REQUISITION REQUEST rev 09/2020

JOB TITLE (Working title may be used): Civil Service: ☐ Exempt: ☐VETERANS' PREFERENCE ELIGIBLE: ☐Hiring Manager (Name / Employee #): ☐ Send Posted Email to (Name / Employee #): ☐ Send Posted Email to (Name / Employee #): POSITION #(s):  Does this position number need to be downgraded/reclassified? Yes ☐ No ☐# OF OPENINGS:  FULL TIME ☐ PART TIME ☐ If Part Time, # of hours per week: LOCATION:  (Up to four locations can be added – please list all if more than one location is considered)Negotiable? Yes ☐ No ☐ The location of this position is negotiable.Remote? Yes ☐ No ☐ This position has an option to be remote.DEPARTMENT & DIVISION: TYPE OF ANNOUNCEMENT: Choose an item MOST RECENT INCUMBENT(S): If Unit specific Promotional - UNIT: LENGTH OF RECRUITMENT: Choose an item RATE OF PAY: \$  PAY GRADE: GEOGRAPHIC DIFFERENTIAL: SHIFT DIFFERENTIAL: QUESTION SET REQUIRED: Yes ☐ No ☐ Choose an item ±ADDITIONAL REQUIREMENT QUESTIONS: Yes ☐ No ☐ If yes, list below.**OTHER REQUIREMENTS:****Background** ☐ Successful candidate(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment.**Drug** ☐ Offers of employment are conditional upon successful completion of a drug screening.**Abuse** ☐ Successful candidate(s) will undergo an abuse and neglect screening.**DOT/CDL** ☐ Incumbent must have a valid driver's license and be able to obtain a Class A commercial driver's license (CDL) with no transmission restrictions and a N: Tank Vehicles endorsement within 60 days of hire date to retain employment. Employee will be subject to pre-employment, random, reasonable-suspicion, post-accident, follow up, and return-to-duty drug and alcohol testing.Other required documents: (Curriculum Vitae, Transcripts, Writing Sample, Resume, etc.) ☐ Working conditions or other specific requirements (physical, environmental, or other position requirements). **INTRODUCTION/JOB DESCRIPTION** Please adequately describe the job and your agency or division to attract qualified applicants.

Licenses and Certifications:

The Ideal Candidate Will Have:

Knowledge, Skills, and Abilities:

**Additional Requirement Questions:**

To be considered, please complete the information below. Your responses to these supplemental questions must be clear, concise, and numbered. Please describe any work or life-related experience which would indicate that you possess the knowledge, skill, or ability listed below: