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Recruitment Program	ACA Standards: 2-CO-1C-01, 4-4048, 4-ACRS-7E-07, 4-APPFS-1C-04, 4-APPFS-3E-02		

Justin Jones, Director **Signature on File**
Oklahoma Department of Corrections

Oklahoma Department of Corrections Recruitment Program

The Oklahoma Department of Corrections Agency Recruitment Program provides equal opportunity to all qualified applicants and is designed to recruit the best qualified, skilled, and diverse workforce. (2-CO-1C-01, 4-4048, 4-ACRS-7E-07, 4-APPFS-1C-04, 4-APPFS-3E-02)

I. Agency Recruitment Program

A. Program Oversight

The administrator of Personnel oversees the Agency Recruitment Program and ensures the program takes a consistent approach to recruiting qualified applicants, interns and practicum students increasing overall awareness of employment opportunities, and enhancing the agency's marketability with prospective applicants. This program includes:

1. Developing and using standardized recruitment displays, publications, and incentive items for use in agency-wide and localized recruitment efforts;

2. Assisting and supporting facility/district/division/unit staff in the development and execution of localized recruitment activities. Such assistance and support may include, but is not limited to, provision of standardized recruitment publications and incentive items as well as placement of all print, television, and radio advertisements; and

3. Coordinating recruitment activities with the Employee Rights and Relations Unit, Executive Communications/Public Information Office and other departmental staff when appropriate.

B. Assessment of Need

The need for recruitment activities will be assessed as follows:

1. The facility/district/division/unit will determine that a recruitment need exists based on the number of funded vacancies to be filled and a determination that existing applicant pools are insufficient.

2. The facility/district/division/unit will review the agency's Affirmative Action Plan and may consider input from the facility/district/unit affirmative action committee to determine if a generalized or a targeted recruitment effort is needed.

C. Recruitment Activities

1. Agency-Wide Recruitment Efforts

These efforts are defined as generalized recruitment efforts routinely sponsored by the central Personnel Unit in an effort to attract applicants for positions for which a large number of vacancies exist, positions that are typically difficult to fill, or positions that historically have a high turnover rate. Such positions may include, but are not limited to; security, food service, medical, etc.

2. Location-Specific Recruitment Efforts

These efforts are defined as generalized recruitment efforts for vacancies at a particular work location but which do not meet the criteria for a targeted recruitment effort.

3. Targeted Recruitment

A targeted recruitment effort is required when an underutilization is found in the workforce due to gender or ethnicity.

D. Requests for Recruitment

The facility/district/division/unit will complete a "Request for Recruitment" form (Attachment A, attached) and forward it to the central Personnel Unit. The central Personnel Unit will review the "Request for Recruitment" and will initiate publicity/advertisements as requested within available resources.

The requesting facility/district/division/unit will provide the central Personnel Unit with the name of a contact person for advertisement responses.

Publicity/advertisements may include, but are not limited to, the following:

1. Job Fairs

The central Personnel Unit will coordinate, provide publications and incentive items and fund participation in professionally sponsored job fairs and career days. The central Personnel Unit will also host and/or

assist with coordination of job fairs for specific departmental work locations.

2. Print, Radio and Television Advertisements

The central Personnel Unit will develop and coordinate placement of all print, radio and television advertisements for the requesting facility/district/division/unit. Print advertisements will also include production of recruitment flyers and promotional materials for the requesting facility/district/division/unit.

3. Internet Advertisements

The central Personnel Unit may post Internet advertisements for the requesting facility/district/unit on several well-known employment web sites.

E. Program Reporting

Recruitment activities will be appropriately monitored in order to determine the effectiveness of the activity.

1. Reporting

The administrator of Personnel will ensure that a recruitment activity report is completed quarterly. The report will include, but is not limited to, the number and type (e.g., job fair, career day, speaking presentation at community organization, etc.) of recruitment activities; dates, times, and places of activities; and a statement regarding the overall effectiveness of each activity including the number of attendees/applicants contacted.

2. Applicant Recruitment Survey

Facility/district/division/unit human resource management specialists (HRMS) will administer and submit all “Applicant Recruitment Survey” (OP-110235, Attachment I) forms to the central Personnel Unit in accordance with OP-110235 entitled “Hiring and Promotional Procedures.”

II. References

Policy Statement No. P-110100 entitled "Uniform Personnel Standards"

OP-110235 entitled “Hiring and Promotional Procedures”

Merit Rules for Employment, Merit Rule 530:10-9-123

III. Action

The deputy director/division head is responsible for compliance with this procedure.

The deputy director of Administrative Services is responsible for the annual review and revisions.

Any exceptions to this procedure require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-110236 entitled "Oklahoma Department of Corrections Recruitment Program" dated September 30, 2009

Distribution: Policy and Operations Manual
Department Website

Attachments	Title	Location
Attachment I	“Applicant Recruitment Survey”	OP-110235
Attachment A	“Request for Recruitment”	Attached