



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #504**

STANDARD AND CONTINGENT HIRING PROCESS

SECTION A: STANDARD HIRING PROCESS

As a part of the Department of Human Services (DHS) standard hiring process, all applicants selected for employment as a new hire, promotion, transfer, or appointment are subject to a background check. The Background Check Process is coordinated through the Office of Human Resources (OHR). It consist of the following checks with the estimated timeframes for processing:

Background Check Type	Processing Timeframe
PeopleSoft Check	2 days
Criminal History Record	3 – 15 days
Education Verification	3 days +/-
IDS/SHINES	3 days +/-
Drug Testing	3 – 5 days +/-

In the Standard Hiring Process, applicants are not eligible for employment until clearance has been given on all background checks listed above. Through this process, DHS seeks to ensure the integrity of its workforce by following the series of steps below.



SECTION B: CONTINGENT HIRING PROCESS FOR EMPLOYEES ONLY

("Internal DHS Employees" includes all DHS Administrative Offices, Division of Aging Services (DAS), Division of Child Support Services (DCSS), and Division of Family & Children Services (DFCS).

In the agency's efforts to complete the Background Check Process, challenges have been encountered with the timeliness in completing the overall hiring process. Waiting for clearances can delay the hiring process anywhere from 3 weeks to one month. While all steps of the Background Check Process will continue to be followed, this process rearranges the steps of the hiring process when the applicant selected is an internal employee as outline below.



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With this change, OHR will proceed with the hiring process after notification from the Hiring Manager that **an internal DHS employee has been selected** for hire **and** simultaneously complete the Background Check Process. This will eliminate the delays in waiting on results. However, once the Background Checks have been completed:

- Employees cleared will remain employed.
- Employees **not** cleared will be separated immediately, in accordance with DHS Human Resources Policy #1901— Employment Separations.

This contingent hiring process applies to all positions filled when the candidate selected is an internal employee and the position does not require an additional background check such as drug testing. **For positions where additional background checks are required, the Standard Hiring Process MUST be followed.** This process was revised on March 7, 2019.