

Rule No.: 941 - 9401 - 04010

Agency: Mississippi Department of Transportation

Agency Effective Date: May 15, 2005

Agency Issued Date: March 8, 2005

Secretary of State Authority Date: May 15, 2005

Supercedes Rule:

Division: Human Resources

Rule Title: Recruitment

The person to be contacted regarding the proposed rule is: Facility and Records Management Director

Name of person originating the proposed rule: Skip King

Name of supervisor or person who approved the proposed rule: Mary McDonald

Purpose:

Recruitment and selection of employees

Summary:

This rule explains the process of recruitment and selection by MDOT.

The full text of the proposed rule is:

All cites herein refer to the most current version of the cited document.

It is the responsibility of the State Personnel Board and/or Human Resources Division to recruit and retain qualified applicants for employment with the Mississippi Department of Transportation.

To ensure that this responsibility is effectively carried out, all applicants interested in employment with the Department must submit a completed State of Mississippi Experience and Training Record. The Experience and Training Record is evaluated by the State Personnel Board.

If an applicant meets the minimum requirements for the position for which they are applying, the State Personnel Board will administer skill, aptitude and/or other examinations, as required. If an applicant does not pass an examination on their first attempt, he/she may request to take the exam a second time. An applicant may retest three (3) times within six (6) months from the date of the first test.

In order to fill a vacant position exempt from the Selection Process of the State Personnel Board, the District/Division will accept completed Experience and Training Records from applicants, select a qualified applicant, and forward all required documents to the Human Resources Division.