

#### **8.04 OPEN ENDED RECRUITMENT**

**A.** A continuous or periodic examining process may be ordered and administered by the Secretary or Administrator for any class of positions other than promotional examinations. Filing applications will be accepted on an open ended basis throughout the year and will be retained for one (1) year from the time of filing. Qualified eligibles will be notified by email, mail and/or canvassing when examination date is established to verify interest. Examination will be administered following the deadline for applications. If eligible applicant is not interested in an examination, his/her application will be expired at that time. The names of qualified eligibles resulting from examination shall be entered on the eligible register and certification for appointment on the register shall be made in the same manner as from any eligible register. Names of eligibles from successive examinations in the same program shall be entered on the eligible register for the class at the appropriate places as determined by final grades. Names may be withheld from certification or removed from such eligible registers in the same manner and for the same reasons as from any eligible register.

**B.** To expedite certification and appointment and to maintain security of examination material, no keyed copy of the written test will be provided at any time. The eligible register may be promulgated immediately after the results are obtained.

**C.** Except as above provided, the rules applicable to other examinations shall apply to periodic examinations.

**D.** When it is determined by the Commission that the testing for any class is needed, the following will be the process of notification:

- Advertisement will be sent to the Official County Paper as well as

informational advertisements to surrounding newspapers and online affiliates

- Canvassing of all eligible applicants to determine interest for all applicants will be conducted by the Secretary or Administrator
- Deadline for acceptance of applications will be fifteen (15) days after publication of advertisement; Testing will be done following deadline as stated in bulletin


E. Registers will still expire the same as periodic registers; after 1 year or extended up to 3 years. When register expires, applications received through the open ended recruitment will then be notified for examination as the process explained in 8.04D.



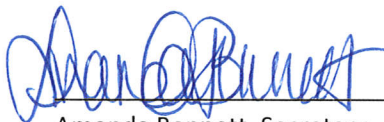
Joe Basil, Chair

Absent at signing

Bob Jones, Vice Chair



Mike Shults



Amanda Bennett, Secretary

2/27/18  
Date approved