



**NCDOT ACCELERATED  
HIRING PROGRAM**

# **LET'S EXPEDITE THE HIRING PROCESS**

**NC DOT, ALONG WITH THE REST OF STATE GOVERNMENT HAS FACED MANY RECRUITMENT CHALLENGES OVER THE PAST SEVERAL MONTHS.**

**THE 2023 APPROPRIATIONS ACT AUTHORIZED AN ACCELERATED HIRING PROCESS FOR STATE AGENCIES.**

**ADDITIONAL LEGISLATION IS BEING CONSIDERED TO ENHANCE THE CURRENT POLICY TO CONTINUE TO GIVE US ADDITIONAL FLEXIBILITY WITH OFFERING CONTINGENT OFFERS OF EMPLOYMENT. THE INFORMATION I'M COVERING TODAY IS WHAT HAS ALREADY BEEN APPROVED TO USE.**

# WHAT IS IT?

THE 2023 APPROPRIATIONS ACT, SESSION LAW 2023-134, AUTHORIZED NCDOT TO MAKE JOB OFFERS AS SOON AS POSSIBLE AFTER THE COMPLETION OF THE INTERVIEW FOR A POSITION. THIS INCLUDES, BUT IS NOT LIMITED TO, OFFERS CONTINGENT UPON SATISFACTORY REFERENCE CHECKS OR BACKGROUND CHECKS.

OSHR POLICY ALLOWS NCDOT TO OFFER A CONTINGENT OFFER OF EMPLOYMENT ON THE DAY OF INTERVIEW FOR POSITIONS/CLASSIFICATIONS WITH CONTINUOUS POSTINGS DURING “INTERVIEW DAYS” OR CAREER FAIRS.

PER OSHR POLICY, SAME DAY OFFERS MAY NOT BE MADE IN SITUATIONS WHERE ONLY ONE POSITION IS POSTED, AND ALL CANDIDATES SELECTED FOR AN INTERVIEW HAVE NOT BEEN INTERVIEWED.

- NCDOT IS AUTHORIZED TO MAKE JOB OFFERS AS SOON AS POSSIBLE AFTER THE COMPLETION OF THE INTERVIEW FOR THE POSITION. THIS SHALL INCLUDE, WITHOUT LIMITATION, AUTHORIZATION TO MAKE JOB OFFERS THAT ARE CONTINGENT UPON SATISFACTORY REFERENCE CHECKS AND, IF REQUIRED, SATISFACTORY BACKGROUND CHECKS.
- THE DAY AFTER, OR LATER, ALL INTERVIEWS FOR A POSTING HAVE BEEN COMPLETED THE HIRING MANAGER CAN REQUEST TO MAKE A CONTINGENT OFFER OF EMPLOYMENT.
- THE REQUEST TO MAKE A CONTINGENT OFFER SHOULD BE SUBMITTED TO THE UNIT HR REPRESENTATIVE WHO WILL THEN SUBMIT THE REQUEST TO CENTRAL HR. CENTRAL HR WILL GIVE AN APPROVAL AND THE CONTINGENT OFFER OF EMPLOYMENT LETTER THE SAME DAY REQUESTED OR WITHIN 24 HOURS OF RECEIPT OF THE REQUEST.

# CONTINGENT OFFER LETTER

**WHEN APPROVED TO MAKE A CONTINGENT OFFER OF EMPLOYMENT, THE APPLICANT MUST BE PROVIDED WITH NOTICE OF THE CONTINGENT OFFER IN WRITING USING THE NCDOT CONDITIONAL OFFER OF EMPLOYMENT FORM APPROVED BY NCDOT HUMAN RESOURCES.**

THIS APPROVED NOTICE SHALL INCLUDE WHAT THE OFFER IS CONTINGENT UPON. OFFERS MAY BE MADE CONTINGENT UPON THE FOLLOWING CONDITIONS:

- THE COMPLETION OF A DEGREE OR CERTIFICATION
- A BACKGROUND CHECK
- RESULTS OF DRUG SCREENING
- OBTAINING A REQUIRED LICENSE
- VERIFICATION OF LICENSES REQUIRED FOR THE JOB
- REFERENCE CHECKS
- OTHER PRE-EMPLOYMENT TESTING/SCREENING

# WITHDRAWING CONTINGENT OFFERS

- ONCE A CONTINGENT OFFER HAS BEEN MADE, NCDOT MANAGEMENT SHOULD ONLY WITHDRAW A CONTINGENT OFFER FOR A VALID REASON, USUALLY BASED ON THE RESULTS OF WHAT THE OFFER WAS CONTINGENT UPON. FOR EXAMPLE, IF THE OFFER WAS CONTINGENT UPON PRE-EMPLOYMENT TESTING/SCREENING AND THE APPLICANT IS UNABLE TO PROVIDE APPROVED/PASSING RESULTS FROM THE PRE-EMPLOYMENT TESTING/SCREENING, THE OFFER MAY BE WITHDRAWN.
- APPLICANTS MUST BE ADVISED WITHIN FIVE BUSINESS DAYS OF THE OFFER BEING WITHDRAWN AND THE REASON THE OFFER IS WITHDRAWN SHOULD BE GIVEN IN THE WITHDRAWAL LETTER.
- CENTRAL HR WILL PROVIDE A WITHDRAWAL LETTER IF NEEDED.

# **BENEFITS OF USING CONTINGENT OFFERS**

- **STATE POLICY DOES NOT ALLOW HIRING MANAGERS TO DISCUSS PENDING HIRING PACKAGES WITH RECOMMENDED CANDIDATES. FOR EXAMPLE, THE HIRING MANAGER IS NOT ALLOWED TO FOLLOW UP WITH APPLICANTS AND TELL THEM THEY'RE THE RECOMMENDED APPLICANT AND THEY'RE JUST WAITING FOR A HIRING APPROVAL.**
- **A CONTINGENT OFFER ALLOWS A DIALOGUE BETWEEN THE HIRING MANAGER AND RECOMMENDED APPLICANT AND SHOWS THAT THE AGENCY IS PURSUING HIRING THEM. KEEPING COMMUNICATION OPEN IS A BENEFIT TO KEEPING THE APPLICANT ENGAGED AND INTERESTED.**
- **IT ALLOWS THE HIRING MANAGER TO PURSUE A SECOND CANDIDATE IF THE APPLICANT WILL NOT RETURN THE CONTINGENT OFFER OF EMPLOYMENT. MUCH TIME CAN BE LOST BY COMPLETING HIRING PACKAGES AND WAITING FOR AN APPROVAL JUST TO FIND OUT THE APPLICANT IS NO LONGER INTERESTED IN THE POSITION.**

# **WE'RE HERE TO HELP.**

- **CONTACT LAURA OAKLEY, ASST HR DIRECTOR FOR QUALIFICATIONS AND SALARY ADMINISTRATION, WITH ANY QUESTIONS ABOUT THE PROCESS OR TO REQUEST A CONTINGENT OFFER.**
- **919-707-4445**
- **LHOAKLEY@NCDOT.GOV**