

April 8, 2011

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Barbara Carroll, Associate Vice Chancellor for Human Resources

SUBJECT: NC State Merit-Based Recruitment and Selection Plan for SPA Employees

North Carolina statute requires that state agencies and universities maintain a Merit-Based Recruitment and Selection Plan that confirms the organization's commitment to the recruitment of diverse, qualified applicant pools and the selection of individuals for hire based on job-related education, training, experience, and skills. The Plan also confirms that hiring decisions will be made without consideration of any political affiliation or influence.

The Plan, endorsed by the Chancellor and approved by the Governor's Office and the State Personnel Commission on February 17, 2011, reflects relevant policies and procedures for filling SPA vacancies and is attached for your review. It is also available on the Human Resources website at [http://www.ncsu.edu/human\\_resources/employment/spahire.php](http://www.ncsu.edu/human_resources/employment/spahire.php).

Please share the plan with all individuals in your areas who are involved in the hiring process to help ensure that hiring practices are applied consistently and equitably and that your internal processes comply with existing state and federal laws and university policies. If you have questions, please contact Kathy Lambert, Director of Employment Services, at 5-4277 or [kathy\\_lambert@ncsu.edu](mailto:kathy_lambert@ncsu.edu). Thank you for your assistance.

cc: Chancellor Woodson

Attachment