

## **25 NCAC 01I .1905        SELECTION**

### **(a) Selection of Applicants:**

- (1) As set forth in G.S. 126-14, using fair and valid selection criteria, the agency shall review the credentials of each applicant in order to determine who possesses the minimum qualifications including selective criteria. "Selective criteria" shall be defined as additional minimum qualifications identified by the agency. From those applicants who meet the minimum qualifications, a pool of the most qualified candidates shall be identified by the agency. The pool of most qualified candidates shall be those individuals determined to be substantially more qualified than other applicants. The individual selected for the position shall be from among the most qualified applicants.
- (2) Selection procedures and methods shall be validly related to the duties and responsibilities of the vacancy to be filled.
- (3) Agencies shall select from the pool of the most qualified persons to fill vacant positions.
- (4) The agency shall provide written notice of non-selection to all unsuccessful candidates in the most qualified pool.

### **(b) Minimum Qualifications:**

- (1) The employee or applicant must possess at least the minimum qualifications set forth in the class specification of the vacancy being filled. Any additional minimum qualifications included on the specific vacancy announcement must also be met. The additional qualifications shall have a documented business need. Qualifications include training, experience, competencies, and knowledge, skills, and abilities. The minimum qualifications on the vacancy announcement shall bear a relationship to the minimums on the class specification and the specific position description.
- (2) Qualifications may be attained in a variety of combinations. Substitutions of formal training and job-related experience, one for the other, may be made by the local government agency.
- (3) Agency management shall be responsible for determining and defending the vacancy-specific qualifications that are in addition to minimum training and experience requirements. Such vacancy-specific qualifications shall bear a related relationship to the minimum requirements.
- (4) At the request of the agency, the Office of State Human Resources shall make the final determination as to whether the employee or applicant meets the minimum qualifications.

*History Note: Authority G.S. 126-4;  
Eff. August 3, 1992;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. August 20, 2016;  
Amended Eff. September 1, 2019.*