

**25 NCAC 01E .1803 RECRUITMENT DOCUMENTATION**

If recruitment difficulties are the basis for the application of the rules in this Section, the agency shall maintain written documentation related to difficulties in recruiting to fill positions of applicants offered incentive leave. The agency shall provide this documentation to the Office of State Human Resources upon request. Documentation shall include high turnover rates, special required competencies, types of specialized recruitment resources used during the recruitment period, beginning and ending dates of active recruitment, number of qualified applicants in the applicant pool, and any additional documentation such as number of applicants that may have rejected offers including a reason why, or applicants that may have withdrawn their application from consideration.

*History Note: Authority G.S. 126-4;  
Eff. January 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.*