



OKLAHOMA
Rehabilitation Services

DRS Recruitment and Employment Overview

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Hiring Process

- Internal job requisition (HCM 92) is initiated by hiring division/school
- Internal requisition is approved by Division Administrator/School Superintendent and routed through HR and Finance prior to final approval by HR Director on behalf of Agency Director
- Once the internal requisition is approved, HR creates a Workday requisition, which is routed for approval and ultimately results in the posting of an announcement in Workday. The announcement is simultaneously posted in iDRS, the DRS intranet.

Hiring Process (cont)

- Job announcements are also distributed to other external sources as requested by the hiring manager. (See last slide)
- As applicants apply, they are screened for qualifications by DRS HR staff and provisioned for review of the hiring manager.
- Hiring manager then is responsible for reviewing the active applications and setting up interviews. Interviews can be set up through Workday.

Hiring Process (cont.)

- Upon a selection, hiring manager sends a selection form to HR with all pertinent information
- HR initiates a background check on selected candidate. School candidates receive national agency check, all other candidates receive OSBI background check.
- Upon successful completion of background check, HR coordinates start date with the hiring manager and applicant

Causes for Delays in Hiring Process

- New position which must be established
- PIN vacant for a long time and must be funded
- Inadequate applicant pool due to location or specialized qualifications
- Hiring manager inaction
- Derogatory information surfaces from background check
- Candidate withdraws or declines at the last minute

Recruitment Sources

- **All jobs:** Various state agencies and universities, posting on Workday state job site
- **VR related:** Various institutional Rehabilitation Counseling Program Contacts, such as South Carolina State Univ. North Carolina Agricultural Univ., Winston Salem State Univ., Cal State Fresno; Rehabnetwork.org, Handshake, Commission on Rehabilitation Counselor Certification job board, tribal VR, etc.
- **SBVI related:** Lighthouse for the Blind HQ; University of Boston; Western Michigan University; South Carolina State University; Stephen F. Austin State University; Texas Tech University; Missouri State University; University of Arkansas at Little Rock.

Recruitment Sources (cont.)

- **Oklahoma School for the Blind:** Social media, OKEPAS (Oklahoma State Regents for Higher Education), professional contacts, other websites.
- **Oklahoma School for the Deaf:** Social media, undergraduate/graduate programs in Oklahoma and around the nation, and specific graduate programs for teachers, counselors and others.