

The following guidance has been provided through conversation with the Office of State Human Resources on implementation of SL 2025-34. Institutions may modify their application procedures as described below.

For reference, here is the specific language that has been added to NCGS 126.

"§ 126-14.3A. Increasing efficiency of State job application process.

(a) The Office of State Human Resources (OSHR) shall streamline the job application process for State positions by enabling applicants to upload resumes or website profiles. An electronic tool shall be utilized to import information from these documents into the State job application format, making the process more efficient while still collecting information necessary for merit-based hiring under G.S. 126-14.2 and G.S. 126-14.3. An applicant remains responsible for ensuring that all information required for initial screening appears correctly in the completed State job application after importing the applicant's resume or profile.

(b) For job applications requiring references, supplemental questions, or other information not typically found on resumes and not needed for initial screening, State agencies may collect this information later in the selection process, including during job interviews.

Information no longer required on the initial application:

- REFERENCES: Not required to be provided in the initial application. These can be collected at the point where a reference check is requested.
- WORK HISTORY: No longer asking for supervisor name in application or reason for leaving position.
- OTHER: Question about availability to work weekends, overtime, etc. is not a requirement and not on their form.
- VETERANS FORMS: Not required to be provided at point of application (but the related questions need to be completed)

Other Points of Clarification:

- WORK HISTORY: Workday doesn't have ability to ask about hours/week so for agencies, that question was moved to a supplemental question on application. Institutions can keep it with the work history section on their applications.
- EDUCATION: Workday has built-in questions for field of study and GPA – these are not required to be on the application.
- VETERANS QUESTIONS: On agency application, all of the veterans questions are asked with each application, but institutions could move that information to a profile page rather than on each job application and allow applicants to save it for future use.
- RESUMES: Resumes can be uploaded as supporting documents or the institution can parse the resume to populate required fields. (Cannot use a resume in place of the application.) The expectation is for all institutions to allow the applicant to be able to parse their resume into the work history.
- MANAGEMENT PREFERENCES: Limited to no more than 5 KSAs; applicants do not necessarily need to have all five to be interviewed.

Additional Clarifications

- **Is this question required: “Do you want your application to be considered for future vacancies within the same classification series?”?**
 - This is not a requirement.
- **Can we review using only a resume instead of the applicant completing the work history fields?**
 - No, the statute specifically says “enabling applicants to upload resumes or website profiles. **An electronic tool shall be utilized to import information from these documents into the State job application format**, making the process more efficient while still collection information necessary for merit-based hiring.”
- **Can we include in the application: “Did you find out about this position opening through one of the following websites or job boards” and “Did you find out about this position opening through one of the following job fairs or local agencies?”?**
 - Yes, you can include.
- **Can we include questions for full-time and part-time status along with number of hours per week and dates of part-time employment if full-time and part-time employment dates are different?**
 - Yes, you can ask this question. (The agency ATS is not set up to ask that in the work history section.)
- **The State application now asks for GPA in the education section. Can we substitute with “Date Earned” and “Did you Graduate?”?**
 - GPA is a delivered question in the agency ATS that they cannot remove. It is not a requirement. You may substitute “Date earned” and “Did you graduate” if you want.
- **The last 4 digits of social security number and date of birth are requested on the State application. Are we required to ask for this information from applicants at time of applying?**
 - No, this is optional for the Universities.
- **Under Work History, is it mandatory to remove supervisor name on our application?**
 - No, you can ask that question. (The agency ATS is not set up to ask that in the work history section.)
 - You may also wait to collect this with other reference contact information from the employee.
- **Can we use our current nepotism question in lieu of “Are you related by blood or marriage to any person now working for the State”? Our question is "Are you, or have you ever been, related to or closely identify with any employee of the University"?**
 - Yes.
- **Is it mandatory to remove the “reason for leaving” on the application?**
 - No, is it not mandatory.