**Section 600.618 Application and Appointment**

a) Applications for Employment

1) Notice: Positions shall be advertised in the offices by posting unless the Auditor General directs otherwise. Other recruitment methods may be used as deemed appropriate.

2) Submission of Application

A) Persons seeking employment must submit an application, resume or other document demonstrating education and experience.

B) Employees seeking positions within the Office must apply in writing to the Director of the organizational unit in which the desired position is located.

3) Screening of Applicants

A) Interviews: Directors or their designees are responsible for screening applications for positions. Interviews may be conducted as part of the screening process.

B) Examinations: The Auditor General may require applicants to take examinations as a means to assess knowledge, skills and the ability to perform the duties of the position.

4) Criteria for Selection

A) Selection may be based on education, experience, interviews, references, and examinations, if conducted. Other factors such as experience within the Office may also be considered.

B) Pre-employment screening of applicants, including but not limited to performance tests, job knowledge tests, personality inventory or other psychological tests, background checks and routine reference verifications, may be performed at the direction of a Director if job related and done in compliance with applicable federal or State statutes and regulations.

C) If, following the screening process, the Director desires to place an applicant in a position, the Director shall submit his or her recommendation to the Auditor General for final action.

D) A central file of all applicants who applied for or were considered for a position, along with appropriate supporting materials, will be maintained for a minimum of three years from the date the position is filled or a decision to not fill the position is made.

b) Appointment

1) The Auditor General shall notify applicants in writing of their appointment to a position. The notification shall state the position classification, work location, starting salary, and the beginning date of employment in the position. Appointments become effective upon the applicant's reporting for work at the place and time designated in the notification.

2) Types of Appointments: The following types of appointments may be made by the Auditor General:

A) Probationary Employees: All appointments for newly hired employees shall be subject to the employee's performance through two (2) consecutive performance appraisals of approximately three (3) months each and receipt of notification that the employee has been certified in the position to which appointed. The six (6) month probationary period may be extended up to six (6) additional months by mutual agreement of the parties. At any time during their probationary period, newly hired employees may be discharged without notice, cause or any right to a hearing.

B) Certified Employees: Employees successfully completing a probationary period shall be appointed to certified status. Appointment to certified status shall be effective upon receipt of written notice from the Auditor General or his designee.

C) Permanent Part Time Employees: Employees authorized by the Auditor General to perform duties and responsibilities on a regular but less than full-time basis shall be appointed to permanent part-time status. Permanent part time employees shall receive compensation and benefits, if eligible, at a pro-rated proportion of that received by full time employees in that classification.

D) Acting Status: An employee assigned to acting status for any position shall, at the Auditor General's discretion, be paid in accordance with the salary range allocated to the position and the responsibilities incurred as a result of the acting assignment; provided, however, that the payment shall not be lower than the employee's base salary immediately prior to his or her acting assignment. An employee removed from acting status shall be returned to the same or similar position which he or she held prior to the acting status appointment. The employee's salary shall be not less than his or her salary at the time he or she was appointed to the acting status.

E) Executive Employees: Executive Employees serve at the discretion of the Auditor General and may be discharged or demoted at any time without notice, cause or any right to a hearing.

3) State Auditors: In addition to any other type of status, employees may be appointed as State Auditors at the discretion of the Auditor General.

A) Appointment to Status of State Auditor: The Auditor General shall appoint an employee to the status of State Auditor only upon the recommendation of a Director and the employee's successful completion of any required training course. The Auditor General shall instate employees as State Auditors by signing their credentials and placing them in their custody.

B) Removal: The Auditor General may remove an employee from State Auditor status. An employee who is terminated is automatically removed from the status of State Auditor. An employee who is removed from the status of State Auditor shall immediately return his or her credentials to a Director or to the Auditor General.

C) Reinstatement: The Auditor General may reinstate an employee to State Auditor status by returning the credentials to the employee.

(Source: Amended at 33 Ill. Reg. 1704, effective March 10, 2009)