




MERIT SYSTEM HIRING POLICY AND PROCEDURES - Statewide	
DHR-STW-Policy #: DHR-STW-213.1	Authority: 19 Del. C. Chapter 7; 29 Del. C. Chapter 90D; 29 Del. C. Chapter 59; Merit Rules 6.0 through 8.0
Effective Date: January 1, 2025	Revision Date: N/A
Supersedes: Merit System Hiring Users Guide (7/2017); Recruitment Procedures Manual (7/2010)	Signature: 
Application: Executive Branch and Non-Executive Branch Agencies involved in Merit System Hiring	

1. Policy Purpose Statement

The State of Delaware (State) is committed to attracting the most highly qualified and diverse workforce available, utilizing the highest possible standards throughout the recruitment and selection process. The State’s goal is to find the best candidates to fill vacancies in the shortest amount of time.

This Statewide policy provides all hiring decision makers with direction and information to assure fair and timely Merit Hiring practices.

2. Scope

This policy applies to all Executive Branch and Non-Executive Branch agencies involved in Merit System Hiring.

The terms of this policy supersede any statewide or related Executive Branch Agency policy and procedure.

3. Definitions and Acronyms

- **ATA** – Agency Talent Acquisition
- **Career Ladder** – A hierarchy of classes within a class series established and approved by the Department of Human Resources (DHR) Secretary, which permits employee movement along a career path without competition upon meeting all promotional standards.
- **Central Employee Benefit Section (C-EBS)** – A section in the DHR, Division of Talent Management, that provides New Hires with pre-hire guidance; preboarding and onboarding assistance, including selection and administration of benefits and payroll; assistance with work and benefit effects of employee life changes during the employee’s work life cycle through to the employee’s separation of employment.
- **Central Talent Acquisition (CTA)** – The central DHR team responsible for the State’s strategies, tactics, and processes for identifying and recruiting talent, in addition to administering the State’s Recruitment/Hiring System.

- **Class** – All Merit positions sufficiently similar in duties, responsibilities, and job requirements to use the same salary range and title.
- **Class Series** – A progression of classes in the same line of work reflecting different degrees of responsibility and difficulty of duties.
- **Class Specification** – A written description of the distinguishing characteristics of all positions in a class, including typical duties and responsibilities and job requirements.
- **Conditions of Hire** – Conditions of hire must be included on job postings and require approval from Central Talent Acquisition prior to posting the vacancy.
- **DEL** – Delaware Employment Link, the State’s Recruitment/Hiring System.
- **Eligibility List** – A list of qualified candidates from which a referral list is issued.
- **Essential Functions** – The fundamental job duties of a position.
- **Examination** – A written test specific to a job class. If required by the job class, it will be noted on the job posting.
- **Functional Capability Evaluation (FCE)** – In order to assess whether a candidate meets the physical requirement of the position, where applicable, an FCE is administered to assess the strength and agility upon a conditional job offer.
- **Hiring Packet** – All required forms and disclosures that the selected candidate must meet prior to making an offer are included in a packet to be reviewed by the Hiring Manager and either ATA or CTA.
- **Immediate Relative** – The employee’s spouse or domestic partner; parent, stepparent or child of the employee, spouse, or domestic partner; employee’s grandparent or grandchild; employee’s sibling; spouse of employee’s child; or any minor child for whom the employee has assumed and carried out parental responsibilities.
- **Inter-Agency Reference (IAR)** – A reference check of current employees with specific requests such as: Current/Former Job Title; Dates of employment; Job performance (Performance Evaluations; recognition awards; or other documentation addressing performance); Attendance (Recent Personal Leave history records); Discipline (Active discipline within the past two calendar years).
- **Job Descriptions** – A written statement that describes the duties, responsibilities, job requirements, working conditions, tools, equipment used, knowledge and skills needed, and reporting relationships of a particular job.
- **Job Requirements** – Minimum entry requirements, including selective requirements, which must be met for an individual to be eligible for appointment to a classified position or to take an examination. These requirements typically include minimum levels or types of education, training, experience, or completion of specified examinations. The DHR Secretary may approve documented equivalencies.
- **Merit Rules** – Those Rules adopted by the Merit Employee Relations Board (MERB) pursuant to 29 Del. C. Chapter 59.
- **New Hires** – An applicant/candidate who has been offered employment with a state agency.
- **Preferred Qualification** – Education, training, and/or experience not specifically indicated in the job requirements that are desirable but not required upon hire. The applicant does not have to possess the preferred skill to be considered qualified for the position. However, additional consideration may be given to those applicants who possess the preferred qualification.
- **Ranking** – When there are more than 30 qualified applicants, the applicants who passed the screening of job requirements will be scored and ranked.

- **Referral List** – A list of candidates given to the hiring manager. The hiring manager may choose to hire anyone on this list.
- **Reinstatement** – The rehiring of an individual into the same class within a 2-year period from which the individual left the position in good standing.
- **Requisition to Fill (RTF) Form** – Form used by hiring managers when requesting approval to fill and post vacancies for recruitment purposes.
- **Return to Work (RTW) Candidates** – As defined in 29 Del. C. § 5257, this program places State employees returning from long term disability into the same job class or same paygrade. These candidates can be hired directly without posting.
- **Selective Placement (SP) Candidates** – As defined in 29 Del. C. §5904A, this program is designed to give individuals having a physical or mental impairment that impacts his/her ability to participate in the competitive selection process a way to apply for State Merit positions without competitive recruitment. These candidates can be hired directly without posting.
- **Subject Matter Expert (SME)** – A state employee with specialized knowledge in a specific field. When used to review applications, the SME must be independent of the hiring process to assure the candidates were reviewed without any bias or input from the hiring manager.
- **Summary Statement** – The class specification contains the summary statement. The hiring agency can choose to post with a summary statement that specifically describes the job duties and responsibilities of a particular vacancy.

4. Policy

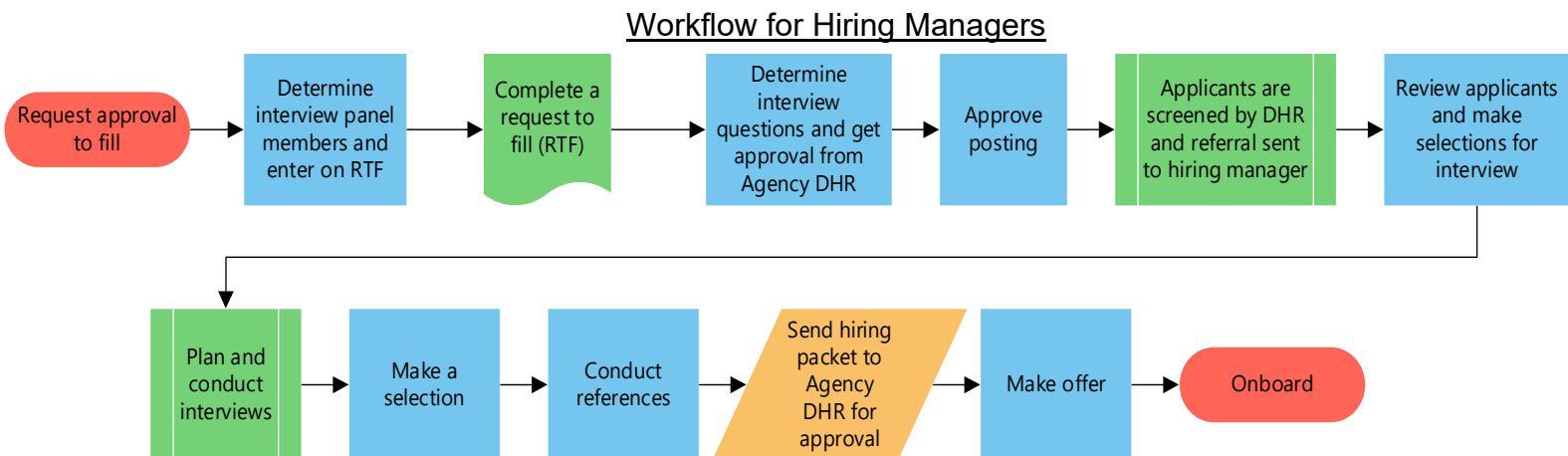
- a. This Policy establishes hiring requirements for Merit Positions to maintain recruitment standards using a legally defensible process, in compliance with Federal and State laws and regulations, the Merit Rules, and Statewide Policies and Procedures.
- b. It is the Policy of the State to:
 - 1) Search widely and vigorously, canvas and select the most qualified persons to fill positions while providing equal employment opportunity to all, without regard to a person's race, color, national origin, gender, age, sex, creed, pregnancy, marital status, family responsibilities, sexual orientation, gender identity or expression, veteran's status, religion, genetic information, housing status, protective hairstyle, disability, status as a victim of domestic violence, sexual assault and/or stalking, or any other category protected by applicable state and/or federal laws.
 - 2) Provide reasonable accommodations to applicants with disabilities upon request.
- c. All Merit hiring in the State of Delaware shall follow Merit Rules 6.0 (Recruitment and Application Policies), 7.0 (Screening and Ranking Applicants), and 8.0 (Certification) to assure fair and open recruitment and competition and employment practices. Hiring Managers and HR Representatives shall adhere to the abovementioned Merit Rules and the [Delaware Employment Link \(DEL\) Hiring Manager System Manual](#).
- d. The State's Recruitment/Hiring System, the Delaware Employment Link (DEL), is the official source for posting and processing merit positions.
 - An official State of Delaware Request to Fill (RTF) form must be used when requesting to fill a merit vacancy.
 - Any exempt or casual/seasonal position may be posted in DEL using the official State of Delaware RTF form.

- e. Prior to the Department of Human Resources (DHR) Central Talent Acquisition (CTA) granting access to DEL, Hiring Managers and panel members must have completed the Selection Interviewing and Selective Placement courses found in the [Delaware Learning Center \(DLC\)](#). Hiring Managers are also required to read and acknowledge the [Employee Onboarding and Offboarding Policy and Procedures](#), [Hiring Packet Candidate Selection Operating Procedures](#), and the Merit System Hiring Policy through the [DLC](#).
- f. Hiring Managers, panel members and Human Resources representatives involved in hiring, shall act in the best interest of the State of Delaware in relation to hiring an applicant.
- g. Applicants must be legally authorized to work in the United States. State of Delaware agencies do not provide visa sponsorship unless approved by the Agency Appointing Authority and Agency DAG.
- h. CTA can advertise job postings on the “State of Delaware Jobs” social media outlets. Requests can be emailed to jobs@delaware.gov using the [Social Media Request Form](#).
- i. Written examinations, aside from the application review and interview, shall not be administered unless the testing method has been validated and approved in advance by CTA.
- j. The Agency Talent Acquisition (ATA) or CTA shall conduct a quality review of all applications prior to the Hiring Manager receiving the referral list unless a Subject Matter Expert (SME) is requested and approved by CTA or ATA.
- k. Hiring Managers shall review all applications on a referral list to confirm that all candidates were considered for hire, either through a review of the application, contacting the candidate, interviewing the candidate, or a combination of all three. The Hiring Manager shall be responsible for assuring that the selected candidate meets all job requirements of the classification before extending an employment offer.
- l. In accordance with the Merit Rule 6.5, whenever an application is rejected, notice of such rejection with statement of reason shall be promptly provided to the applicant. Rejected applicants may appeal to the DHR Secretary within ten (10) days of the rejection notice. The decision of the DHR Secretary shall be final. Qualified applicants do not have appeal rights under Merit Rule 6.5. Casual Seasonal and Exempt employees do not have appeal rights.
- m. The State prohibits an employee’s involvement or influence on the recruitment and hiring process of an immediate relative as required by the [Anti-Nepotism Policy](#). The Hiring Manager shall follow the provisions of the Anti-Nepotism Policy and assure that all candidates invited to the interview have completed the Disclosure of Immediate Relatives Form prior to the interview. Any employee or hiring manager shall recuse themselves from a hiring process that includes an immediate relative as defined in the policy.
- n. All Merit vacancies require a three-member interview panel and shall be diverse in its composition with regards to ethnicity, race and gender. If a diverse panel cannot be found, justification must be sent to ATA or CTA for approval.
 - Panel members shall not be an immediate relative with any of the candidates being interviewed.
 - All panel members must have completed the required Selection Interviewing class in DLC prior to the interviews.
- o. In accordance with [29 Del. C. § 5937](#), State agencies hiring for merit positions shall automatically interview Casual/Seasonal employees working in the division and section, performing the same job duties as the posted merit position, provided the casual/seasonal employee meets the minimum qualifications and any preferential or selective qualifications included in the posting.

- p. In accordance with [29 Del. C. § 5941A](#), the Rules shall provide that all males born after January 1, 1960, must have registered with the Selective Service System in order to be eligible for state employment.
- q. Targeted Hiring Metrics
Agency hiring manager and Talent Acquisition (CTA & ATA) shall strive to meet the following hiring targets: The targets below are how hiring will be measured:
 - **Time to Fill (TTF)** is measured by the number of days between posting a position and the conditional offer. The target metric is 40 calendar days.
 - **Time to Hire (TTH)** is measured by the number of days between when the referral list is made to conditional offer. The target metric is 15 calendar days.
 - **Request to Post (RTP)** is measured by the number of days between receiving the Request to Fill (RTF) to posting. The target metric is 2 calendar days.
 - **Close to List (CTL)** is measured by the number of days from the posting closing to the creation of the referral. The target metric is 5 calendar days.

5. Procedures

Below is the workflow for hiring managers to follow when they have a vacancy.



Below are the process steps listed in the workflow.

- a. Vacancy Occurs – Request Approval to Fill the Position
 - 1) When a vacancy occurs, the Hiring Manager shall consult with Agency Human Resource (HR) office to verify and follow the agency’s approval process.
 - 2) The Hiring Manager shall consult with Agency HR on the topics below before completing the RTF:
 - **Career Ladder:** Determine if the position is a career ladder. A career ladder allows the Hiring Manager flexibility to recruit at one or multiple levels to meet operational need. There needs to be a clear operational need for posting a vacancy as a class series (ex. State Human Resource Analyst I-II). Series postings are often reserved for hard-to-fill jobs and have yielded successful results in past recruitments.
 - **Selective Requirement:** A Selective Requirement is any education, training, and/or experience not specifically indicated in the job requirements of a class specification that are required as they are considered job related and essential for effective performance in a specific position at the time of hire. These must be

approved by CTA prior to starting the RTF.

- **Preferred Qualification:** A preferred qualification is education, training and/or experience not specifically indicated in the job requirements that are desirable but not required upon hire. The applicant does not have to possess the preferred skill to be considered qualified for the position. However, additional consideration may be given to those applicants who possess the preferred qualification. These must be approved by CTA prior to starting the RTF.
- **Posting Type:** Determine what type of posting:
 - **Open Competitive Postings:**
All applicants are eligible to apply.
 - **Merit Only Postings:**
ONLY State of Delaware government Merit employees who have successfully completed their initial probationary period in a classified position are eligible to apply.
 - **Casual/Seasonal (C/S) Postings:**
All applicants are eligible to apply.
 - **In-House Job Postings:**
ONLY State of Delaware government Merit employees who have successfully completed their initial probationary period in a classified position and are employed by the hiring agency, are eligible to apply.
- **Non-Merit Positions:** Consult with Agency HR the position to fill is a C/S or non-merit exempt. Agency HR will give guidance on job title, career ladder level, and salary that will be put on the RTF.
- **Conditions of Hire:** If the condition of hire is a new request, submit to CTA for approval before completing the RTF.
- **Writing Exercises:** CTA approval is required for administering a writing exercise prior to posting for the vacancy. Writing exercises are appropriate for jobs involving a significant amount of narrative writing. The writing exercise is used to assess writing skills. To request approval for writing exercises, it must be selected in the RTF. See Appendices and Forms Associated with this Policy.
- **Functional Capability Evaluation (FCE):** in order to assess whether a candidate meets the physical requirement of the position, where applicable, an FCE is administered to assess the strength and agility upon a conditional job offer. This needs to be approved by the DHR Insurance Coverage Office.
- **Selective Placement (SP)/Return to Work from Disability (RTW) Applicants:** Before completing the RTF, consult with Agency HR to determine if there are any SP or RTW candidates available. These candidates are direct hires and are prescreened and qualified to assist in filling positions quickly. In accordance with Delaware Code, RTW candidates shall be interviewed.

b. Determine Interview Panel

The hiring manager shall be responsible for selecting a diverse panel of three (3) members. The hiring manager will enter the names of the panel members on the RTF form before submitting.

Note: If interviewing in-person, reserve a conference room early so as not to delay hiring.

c. Complete the Requisition to Fill (RTF) form

If access has been granted in the DEL System, the Hiring Manager shall:

- 1) Complete the [RTF form](#) in the DEL system.
- 2) Follow the [DEL Hiring Manager System Manual](#) instructions to assist in completing all the required fields on the RTF.
- 3) Submit (route) the completed RTF to the approver role designated by the system.

If there is no access to the DEL System

- 1) Complete the official [RTF form](#) and send the RTF through email to the assigned Agency HR contact.

d. Determine Interview Questions and Receive Approval from CTA or ATA

The Hiring Manager shall develop interview questions and forward to CTA for approval by emailing it to DHR_Central_Recruitment@delaware.gov or ATA.

- Questions must be directly linked to the core, essential job duties, responsibilities, and specialized summary statement. While they may be situational or behavioral, questions must not exceed the minimum job requirements. As an example, questions should not be experience-based if it is a degree-qualifying job class.
- Interview questions must be approved by agency Human Resource office in a timely manner as to not hold up the hiring process. CTA or ATA must receive interview questions before the posting opens.
- Approved interview questions and summary statement of the position should be transferred to the official State of Delaware [Interview Evaluation Form](#) found on DHR [Talent Acquisition website](#).

e. Review and Approve the Posting

- 1) When CTA or ATA receives the **approved RTF**, a posting and a supplemental questionnaire will be created, and the draft copy will be shared with the Hiring Manager for their review and approval.
- 2) Hiring manager approval should be received within **one (1) business day** as not to delay the opening of the posting. The request for approval will come via email.

f. Review Referral List and Make Selections for Interview

The State's hiring system, Delaware Employment Link (DEL) provides applicants the opportunity to self-screen by allowing them to respond to questions for the job requirements. The system provides space for the applicant to document employment history, education and/or training for each of the job requirements.

- 1) CTA or ATA will conduct a quality review of all applications prior to the manager receiving the referral list unless a subject matter expert (SME) was requested and approved prior to the job opening. Requests for a subject matter expert (SME) go through CTA or ATA. SMEs can be used for positions that are highly technical and higher paygrades and shall be independent of the hiring process.
- 2) The referral list will be sent to the Hiring Manager from CTA or ATA, with the instructions and forms. The referral list will contain the names of no more than thirty (30) eligible candidates. In case of ties, all equally qualified candidates will be placed on the list. (Merit Rule 8.2).
 - Lists containing more than 30 candidates must be rank ordered.
 - Lists containing less than 30 are referred in alphabetical order.

- 3) Lateral transfers, reinstatements, Selective Placement, Return to Work from Disability, and voluntary demotions will be screened and placed on the referral list in accordance with the Merit Rules and are considered additional names to the 30 candidates on a referral list.
 - a. The Hiring Manager shall review the referral list in a manner that is free from bias.
 - b. The Hiring Manager shall be accountable for reviewing all applications on a referral list to confirm that all candidates were considered for hire, either through a review of the application, contacting the candidate, interviewing the candidate or a combination of all three.
 - c. The Hiring Manager shall be responsible to assure that the selected candidate meets all job requirements of the classification and any other selection requirements such as selectives, transcripts, or licenses.
- 4) **Active Referral Lists:** A referral list is active for 90 days from the date it was created. The same referral list can be used to fill a subsequent vacancy for the same class title, for the same hiring manager, for the same location as long as the list was created within the previous 90 days. There is no limit to the number of vacancies that can be filled from one referral list. Referral lists cannot be used to fill subsequent vacancies if the job posting contained information that would not be true and accurate for the subsequent vacancy.
- 5) **Rejection of Referral Lists:** If a job offer cannot be made for the position within 90 days from the date the referral list was created, the Hiring Manager shall provide job-related reasons for all candidates on the list and justification for rejection to CTA or ATA. A position can be reposted once the rejection is approved by CTA or ATA.
 - If there are more than 30+ tied scores eligible for referral, the first referral list will need to be canvassed and rejected in its entirety prior to CTA or ATA issuing a subsequent referral list from the original job posting.
 - Reasons for rejecting each and all the names on the referral list are not required when a hire is made from a referral list. In no case will a job be reposted until all applicants from the job posting and eligibility list have been placed on a referral list and considered for the vacancy. For example, if a job was posted as Open Competitive and more than 30 applicants are qualified, a second referral list would need to be issued, canvassed, and rejected in its entirety before reposting the vacancy.
 - The rejection of the list must be based on job related reasons. Job related reasons are defined as:
 - The candidate's education, training and employment history are not sufficient for the candidate to meet the requirements of the position upon entry.
 - The reasons must be stated in specific terms, i.e., what the job requires and what the candidates lack.
- 6) CTA or ATA may approve reposting or, when additional vacancies occur after the posting closed, issuing a referral list from the next 30 candidates or remaining candidates if less than 30, as supported by a written request from the agency explaining the extenuating circumstances.
- 7) For jobs allowed to be posted for the maximum timeframe (180-day), the agency should be reviewing and interviewing qualified candidates as lists are sent to them and dispositioning as they proceed. A referral list does not have to be rejected prior to issuing subsequent referral lists for 180-day postings.

g. Plan and Conduct Interviews

All Hiring Managers and panel members must have completed the Selection Interviewing course on the Delaware Learning Center before participating on a panel. This required class gives details on how to plan and conduct legally defensible interviews. [The Hiring Guide for Managers](#) also outlines responsibilities including selection and interviewing.

- Whether remotely or in person, the hiring manager and interview panel members shall adhere to current interview standards, protocols, and procedures as found in the Selection Interviewing training in DLC.
- The Hiring Manager or their designee shall create an interview schedule and share with all panel members. DHR recommends interviewing all candidates if less than five (5) are qualified and at least five (5), if more than five are qualified.
- When inviting applicants to an interview on-site, hiring managers should ask if the candidate needs accommodations. Consult your Agency ADA coordinator if you have questions.
- The interview panel shall ask all candidates the same core set of questions, assuring all have the same opportunity to display their knowledge, skills, and abilities.
- Interviews cannot be recorded or transcribed.

h. Make a Selection

- The interview panel should come to a consensus and the **Referral Action Form** should be completed showing the results. In all cases, document the actions taken with each candidate.
- If access has been granted in DEL, the Hiring Manager will follow the Hiring Manager System Manual to **disposition the referral list in the system**.

i. Conduct References

All references shall be on the [Reference Questionnaire Form](#).

For the selected candidate, references shall be conducted as follows:

- **Employees New to the State:**
 - 1) Hiring Managers or designees must obtain at least two (2) favorable supervisory level references for applicants applying for Merit position vacancies prior to making an offer/hiring to the candidate. A supervisory-level letter of recommendation may substitute for one reference.
 - 2) If the applicant is new to the job market (recent graduate), one favorable reference from a teacher or professor shall satisfy this supervisory-level reference.
- **Current and Former State employees outside of the hiring division:**
 - 1) The Hiring Manager or designee must request an Interagency Reference Check from Agency DHR and obtain one supervisory-level reference check or written recommendation.
 - 2) The interagency request should be submitted as soon as a selection has been made.
- **Current employee employed by the hiring division:**
 - 1) If the applicant selected is currently employed by the hiring division, no references are required. (Example: C/S HR Associate working in Labor Relations and moving to a Merit job in Labor Relations.)

j. Prepare and Send Hiring Packet to ATA or CTA for Approval

The Hiring Manager shall follow the [Hiring Packet Candidate Selection Operating Procedures](#) and utilize the [Hiring Packet Candidate Selection Review Checklist](#). All documents shall be organized in the order listed in the Checklist.

For Centralized Agencies, send the complete hiring packet to DHR_Central_Recruitment@delaware.gov and cc: the agency's Employee Benefit Services mailbox for centralized agencies.

For Non-Centralized Agencies, send the complete hiring packet to the designated Agency Talent Acquisition (ATA) team member.

- The hiring manager may communicate with the top candidate before the official approval is given by the agency HR or ATA. After references have been checked, a notice can be sent using DEL informing the top candidate that their application is moving forward for hiring approval. The same information can be communicated to the selected candidate over the phone.

k. Making the Verbal Offer

- 1) No offer shall be made until HR approval is received.
- 2) For Centralized agencies, C-EBS will provide an approval to hire.
- 3) For Non-Centralized Agencies, a member of ATA will provide an approval to hire.
- 4) Once formal approval has been received, the selected candidate can be contacted and verbally offer the position.

l. Executive Branch agencies utilizing DEL shall report hires within two (2) calendar days of the conditional offer being made.

m. Onboard

Hiring Managers and HR representatives shall follow and adhere to the provisions of the [Employee Onboarding and Offboarding Policy and Procedures](#).

6. Exclusions or Exceptions

- The Department of Education (DOE) is responsible for the development of policies in compliance with the Federal Code, applicable State Code, and Title 14 of the Delaware Code and applicable regulations.
- Delaware State Housing Authority (DSHA) is responsible for the development of policies in compliance with Federal Code, applicable State Code, and 29 Del. C. §86 and authority in 31 Del. C. § 4013.
- Merit System Hiring does not apply to the hiring of Exempt and Casual/Seasonal employees.

7. Dissemination and Training

- Employees must read and acknowledge receipt of this policy in the Delaware Learning Center (DLC), or if not applicable, by other means, within the designated time frame.

- Agency DHR Leads will review this policy with anyone listed in Policy Section 2. Scope that does not receive DLC messages.
- All required Policies and Training will be distributed through DLC and must be completed by the designated timeframe.
- All HR representatives, Hiring Managers, and those participating on interview panels are required to complete the Selection Interviewing course in DLC.
- All HR representatives and Hiring Managers involved in hiring are required to complete the DEL training provided by CTA prior to receiving access to the system.

8. Data Reporting

Talent Acquisition will provide Agency Leads quarterly and annual reports on Merit hiring metrics (Time to Fill, Time to Hire, and Time to Post).

9. Associated Policy/Regulations/Information

- [Age Discrimination in Employment Act](#)
- [Americans with Disabilities Act](#)
- [American with Disabilities Act \(ADA\) Policy and Procedures](#)
- [Anti-Nepotism Policy and Procedures](#)
- [Civil Rights Act of 1991](#)
- [Delaware Code Unlawful Employment practices; employer practices](#)
- [Employee Personnel Records Policy and Procedures](#)
- [Hiring Packet Candidate Selection Operating Procedures](#)
- [Interagency Reference Operating Procedure](#)
- [Pregnancy Discrimination Act](#)
- [Pregnant Workers Fairness Act Policy and Procedures](#)
- [State of Delaware Merit Rules](#)
- [Title VII of the Civil Rights Act](#)

10. Appendices and Forms Associated with this Policy

- [Disclosure of Immediate Relatives Form](#)
- [Hiring Packet Candidate Selection Review Checklist](#)
- [Interview Evaluation Form](#)
- [Reference Contact Information Form](#)
- [Reference Questionnaire](#)
- [Referral Action Form](#)
- [Request to Fill Form](#) – **only for those with no access to DEL**

11. Policy Owner

- Division Name: Division of Classification, Compensation, and Talent Acquisition
- Policy Owner: Director of Classification, Compensation, and Talent Acquisition
- Website: [State of Delaware - Delaware State Jobs](#)

This policy is not intended to create any individual right or cause of action not already existing and recognized under State or Federal law. If there is a conflict with, i.e., the law or regulation and this policy, the law and/or regulation govern.