



**HR Highlights
November /December 2023**

Policy 2.10, Hiring: Job Announcements and Additional Considerations

A recent review of job announcements in the PageUp recruitment management system revealed that many state agencies are continuing to include preferred qualifications associated with educational credentials. These credentials are often listed as “Additional Considerations” with a preferred bachelor’s or master’s degree or an equivalent combination of education, training, and relevant work experience.

This practice does not meet the requirements established in Policy 2.10, Hiring. Agencies are advised to exclude all references to preferred educational credentialing unless the education is required by state or federal law, regulation, or an accrediting body. This is also applicable to the position’s Employee Work Profile’s minimum qualifications.

Please direct your questions to policy@dhrm.virginia.gov.