

PROCEDURE

Series:	HR Recruitment	COA: HR 3.02; TS 1.03 CFOP: NA
Procedure Name:	Interview and Hiring Process	
Procedure Number:	HR 2206	
Reviewed Date:	12/1/15	
Revision #/Date:	(2)01/08, (3)09/08, (4)02/13, (5)08/11/14, (6)08/17/16, (7) 9/27/19	
Effective Date:	09/04	

Applicable to: All applicants, BFP Family of Agencies (BFP FOA)

PURPOSE: BFP FOA are Equal Opportunity Employers and recruitment and hiring decisions are based on the related qualifications only without regard to race, color, creed, religion, national origin, ancestry, sexual orientation, age, sex, marital status, political belief, physical or mental disability, pregnancy, military or veteran status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and/or local laws. To appropriately, in compliance with industry standards and laws, interview and hire the best suited and most qualified candidates from the applicant pool to perform the required work in support of its mission and vision. To work towards a culturally competent and diverse workforce that will effectively serve the agencies' client population. To ensure compliance with federal and state laws governing the applicant interview and selection process.

PROCEDURE:

References HR 2204 - Job Description and Selection Criteria, HR 2207 - Employment References, HR 2208 - Educational Licensure and Credentialing, HR 2209 - Background Screening, HR 2205 - Recruitment & Selection, RQ 504 – Records Retention and Destruction

Definitions

1. The agencies employ a joint interview process for all qualified applicants for open positions. This includes the hiring Manager, the Human Resources Manager or designee, and, in some instances, the department Director.
2. The Human Resources Manager is responsible to post position openings on the agency website and other appropriate recruiting sources (refer to HR 2205).
3. Completed application by external or internal applicants for solicited positions are collected and evaluated by the Human Resources Manager based on the stated technical, educational and licensure credentials (if applicable) requirements for the position.
4. The applicant tracking software tracks the application process by recording all applicants who have submitted a resume and application: Tracking includes voluntary disclosures, i.e. Disability, Veteran status, Race, date of submission, the address, and the final disposition of the applicant: Interviewed/Hired, Interviewed Not Hired, does not meet the

minimum expectation of the job requirements, etc. **Note:** The software tracks emails that go out to all candidates upon applying.

5. The applicant tracking software is used for the affirmative action plan and tracks for new hires; date of hire, division, department and employee/department codes in additions to tracking promotions, internal transfers, and terminations. This information is also tracked through the agency's PEO, Insperty to assure accurate reporting.
6. The Human Resources Manager provides the hiring manager with applicants who minimally meet the stated requirements for the position.
7. Interview times are scheduled by the Human Resources Manager or division Administrative Assistant to interview the selected candidates. Prior to the interviews, an interview guide will be developed by the Human Resources Manager, which will focus on the technical, business and behavioral requirements of the position. These guides comply with all federal and state employment and labor laws.
8. All applicants interviewed shall be asked the same set of questions based on the requirements of the job description and in compliance with employment and labor law. These are retained in the human resources department with the application materials in accordance with the Records Retention Procedure (refer to RQ 504).
9. Candidates are provided an opportunity to ask questions of any of the members of the interview team at the conclusion of the interview.
10. Reasonable accommodations are provided to any individual with a disability who requests this within seven (7) business days of the interview.
11. At the conclusion of each interview, the members of the interview team rate the quality of the responses to the interview questions. This is a group activity and differences in assessments on the categories are evaluated prior to gaining consensus on each category rating.
12. The team meets to evaluate the results of the interviews to determine the best suited candidate for the position. The hiring manager will make a recommendation for a starting salary based on the candidates qualifications; however, the decision of a starting salary must have the approval of the respective Executive Director, Chief Financial Officer and include information to the Human Resources Manager.
13. In cases where the team cannot achieve consensus on the preferred candidate, the Human Resources Manager will provide the Executive Director or Chief Executive Officer with the hiring manager's preference, copies of the application and interview guides of those under final consideration and a summary of differences of opinion. The Executive Director or Chief Executive Officer will determine what additional information may be needed and will make the final decision.
14. When a candidate is selected, the candidate is contacted via telephone and the offer is made subject to a background screening. If the selected candidate is not a current employee, the Human Resources Manager will contact the candidate to obtain the necessary documents to begin the background check.
15. Once the signed background check forms have been received, the Human Resources Manager or designee will begin the background screening process on external candidates (see HR2209 Procedures on background screenings).
16. Once the candidate is cleared, an offer letter drafted by the Human Resources Manager, and signed by the CEO, is provided to the selected candidate either electronically or mailed. At the new hire orientation, the new hire signs the letter.
17. If the candidate accepts the offer a new hire PAF and User Access Form will be completed and distributed to the appropriate personnel by the Hiring Manager prior to the first day of employment.



18. In the event there are discrepancies or other areas of concern with the background results, the Human Resources Manager may contact the hiring Manager or the applicant directly for additional information in order to achieve resolution and a decision will be made based on this information.
19. In some situations, based on the state mandated requirements from the funder, the agency must follow those determinations if a candidate is disqualified from working in our environments serving our population.
20. If the selected candidate is a current staff member, the Human Resources Manager will make the formal job offer to the candidate to include a formal offer letter. If the candidate accepts the position, a transition plan will be developed by the current and new supervisor and the process will begin to replace the current employee.
21. As part of the hiring process, external candidates are provided with a formal offer letter signed by the Chief Executive Officer. This letter will document that the employment relationship is that of an "at-will" status and that either party can terminate the relationship at any time for any reason. The salary will be shown either as an hourly rate (for non-exempt positions) or on a bi-weekly basis for exempt positions.
22. Candidates who meet the requirements and have been interviewed but not selected will receive a thank you letter via email to thank them for interviewing and advise that another candidate has been selected.
23. Documentation of job applicants whether interviewed or not is retained by the Human Resources Manager or designee in accordance with the Records Retention Procedure (refer to RQ504).
24. If during the interview process, or subsequent to a hiring decision, it is discovered that an employee falsified information provided on the employment application or resume, this may result in immediate disciplinary action up to and including termination of employment, or for applicants, the disqualification of the application.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

MR. PHILIP J. SCARPELLI
 Chief Executive Officer
 Brevard Family Partnership Family of
 Agencies

APPROVAL DATE: 1/18/2020