



## PROCEDURE

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<b>Series:</b>	<b>HR Recruitment</b>	<b>COA: HR 3.02, TS 1.03 CFOP:</b>
<b>Procedure Name:</b>	Recruitment & Selection	
<b>Procedure Number:</b>	HR 2205	
<b>Reviewed Date:</b>	12/1/15	
<b>Revision #/Date:</b>	(2) 02/08, (3) 03/13 (4) 8/11/14, (5) 9/27/19, (6) 4/16/21	
<b>Effective Date:</b>	9/04	
<b>Applicable to:</b>	All BFP Family of Agencies (BFP FOA) Staff, Applicants, Temporary Staff, and Independent Contractors, Volunteers and Direct Service Interns	

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**PURPOSE:** Brevard Family Partnership FOA are an Equal Opportunity Employer and recruitment 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 source, interview and hire the best suited candidates from the applicant pool for the Agency to perform the required work in support of its mission and vision. To work towards a culturally competent and diverse workforce that can effectively and collaboratively work with our clients. To adhere to federal and state laws governing the applicant, interview and selection process and to avail current employees with an opportunity for professional development and growth. To define the process and protocols regarding the filling of a vacant and/or new position to the agency.

**References:** HR2201, Equal Opportunity Employment, HR 2202, Americans with Disabilities, HR 2209 Background Screenings, HR 2211 Driving and Related Requirements

**PROCEDURE:** To communicate the agency’s intent and desire to provide Equal Employment Opportunity, Brevard Family Partnership, Brevard C.A.R.E.S. and Family Allies will display the official EEOC and Florida Human Rights Act posters. The Agency’s Equal Employment Opportunity and Americans with Disabilities Act policies are included in the Employee Handbook and are also available on the website. The agency also complies with the E-Verify requirements and this information is noted on the website in the job opportunity area and is also posted in the lobby of our locations.

**Definitions:** “Applicant”

The agency refers to the Office of Federal Contract Compliance Programs (OFCCP) use of Uniform Guidelines on Employee Selection Procedures (UGESP) to define an “applicant.” Under this definition, an individual is considered an applicant when specific criteria have been satisfied. The four criteria are:

1. The individual submits an expression of interest in employment through the applicant tracking software from the BFP FOA website;
2. The agency considers the individual for employment in a particular position;
3. The individual's expression of interest indicates the individual possesses the basic qualifications for the position; and
4. The individual at no point in the agency's selection process prior to a final decision, removes himself or herself from further consideration or otherwise indicates that he or she is no longer interested in the position.

## **Advertising**

1. Recruitment efforts for a new or vacant position are generally initiated after receiving notice of an employee separation or as the result of the development of a new position.
2. Executive Director, Senior Director, or VP of Operations or designee is responsible for contacting the Human Resources Director, Human Resources Manager or designee to request that recruitment efforts begin. The Executive Director, Senior Director, or VP of Operations or designee is responsible for ensuring that the funds are available in the budget. This may be verified by the Human Resources Director or Manager.
3. The agency has established and will maintain a non-discriminatory employee selection process to assure the employment of the most qualified applicant for each position opening. Recruitment sources utilized will include web-based job announcement sites, educational institutions, philanthropic organization's websites, private employment agencies, and other approved sources. The agency will post openings as appropriate on the Career Source Brevard website.
4. Advertising sources will include those identified to address any gaps in demographic underutilization.
5. All postings or notices will indicate that BFP FOA is an Equal Opportunity Employer, complies with the Americans with Disabilities Act and maintains a drug-free workplace. All notices will contain the following language regarding drug free workplace: "Brevard Family Partnership maintains and enforces a drug-free workplace program."
6. As part of this program, new employees are required to submit to a drug and/or alcohol-screening prior to employment. In accordance with the Drug Free Workplace Policy, current employees may be required to submit to drug and/or alcohol testing. A complete copy of the Drug-Free Workplace policy is provided to all new staff which outlines the program and requires a signed acknowledgement of the program. This is also available from the Human Resources Director, Human Resources Manager or designee.

## **Internal Candidates**

1. The BFP FOA is committed to the professional development of its staff and to providing opportunities for advancement as they become available. It is the joint responsibility of the employee and supervisor during scheduled supervisions, during the annual evaluation, and at other times to discuss an employee's interest in learning new skills and/or determining any educational, professional designation and/or specific skills required. It is the BFP FOA

intent and desire to fill job openings from within when qualified internal candidates are available and interested.

2. Internal candidates who apply for a posted opening are evaluated based on current and past job performance as documented by the annual performance evaluation(s), supervisory endorsement, their suitability based on meeting the minimum stated requirements and/or demonstrated capacity to acquire the necessary skills, knowledge and competencies. The employee's skills in terms of collaboration, teamwork, leadership and the commitment to the agency mission, vision and values is also considered. Whenever possible, the agency wishes to provide an opportunity for growth to its own employees. Qualified internal candidates are interviewed, and preference may be given to internal candidates when the candidates are equally qualified, however, internal candidate(s) are not guaranteed the position(s) for which they apply.

### **Job Postings/Announcements**

1. As positions become available, the BFP FOA generally will post these positions on the agency website and through email distribution. Job posting announcements includes the job title, projected starting salary range, reporting relationship, location, essential functions, minimum requirements and experience. "Qualified" internal candidates will:
  - Have been employed a minimum of six (6) months;
  - Have been in their current role a minimum of six (6) months and received a favorable 90-day evaluation with a completed 90-day checklist, if applicable;
  - Meets the minimum stated requirements for the position and or demonstrate the capacity to acquire the skills necessary;
  - Is not on any disciplinary action or Performance Improvement Plan;
  - Has received a minimum of "meets expectations" on the most recent annual performance evaluation (if applicable);
  - Submit an In-House application form by the stated deadline; and
  - Obtain supervisory endorsement of qualifications to successfully fulfill the position duties.

At the end of the closing period, the Agency may:

- Conduct interviews with internal candidates prior to taking any additional steps; or
- Review applications and arrange for interviews of external candidates; or
- Advertise the position in the paper and/or on other websites and job boards; and/or
- Extend the posting date to consider additional internal or external candidates.

### **Exceptions**

1. There may be times when due to business reasons, a position becomes available where an external search will commence concurrent with an internal posting. The agency, in its sole discretion, will make this determination based on the critical skills required, immediacy of the vacancy, and an assessment of internal employees. There may also be times, when a position is not posted because an employee has been identified who possesses the required skills and requirements, or who has demonstrated strong skills and abilities in an "acting" role or for other business reasons including, but not limited to, the consideration of a "temporary" employee who has been serving in the role.

## **External Candidates**

1. Advertising sources utilized including job boards, websites, staffing firms, school notices, etc., will be advised that the BFP FOA is an Equal Opportunity and ADA Employer and maintains a Drug-Free Workplace.
2. Individuals must submit an online application on the BFP website for each position he or she is applying for in order to be considered for a position. Applicants also have the opportunity to complete a Voluntary Self-Identification form which is included in the application process.
3. Qualified persons with a disability will be considered for employment based on their ability, with or without reasonable accommodation, to perform the essential functions of a particular position. The BFP FOA will provide reasonable accommodation upon request to candidates with disabilities both in the recruitment/hiring process as well as in employment and performing their job duties.
4. Applicants are provided with the job description for the position via the online job posting.
5. Any employment applications, resumes, pre-employment forms, etc., for outside candidates will be retained in accordance with the BFP FOA's Records Retention Procedure. In-house applications, interview forms, etc., of internal candidates who are selected for a new position are maintained in the employee's personnel file.
6. All external job applicants receive an acknowledgement of receipt of their application via email as a courtesy for taking the time to consider the BFP FOA as a potential employer. External candidates who are interviewed but not selected for the position will also receive an email acknowledgement at the end of the process.

## **Decisions**

1. Selection decisions (internal or external) will be made based on a job-specific structured interview guide designed to determine an applicant's experiences, technical skills and behavioral competencies as determined by the needs of the position. The hiring decision will be based on the quality of responses and determined suitability of a candidate deemed to be the best overall match for the requirements. Decisions are made by the hiring manager and those involved in the interview process who achieve consensus. The Human Resources Director or Human Resources Manager must be informed of the selected candidate and provide a starting salary recommendation to the Executive Director, Senior Director, or VP of Operations and Chief Executive Officer for final approval.
2. The salary recommendation is based on the candidate's qualifications, skills and knowledge, years of direct experience, external market factors, internal considerations including budget restrictions and current staff equity, according to the salary administration plan.
3. In the case where there are two (2) equally qualified individuals (one internal and one external) the internal candidate will be given preference. In cases where two (2) internal candidates are being considered, and they are rated equally qualified, additional factors including past performance review scores, past disciplinary actions (if any) will be utilized to make the final determination.

4. At the conclusion of the process, or after a review of the internal candidates results in the agency looking externally, internal applicants will receive a verbal de-briefing and notification of the outcome. This will generally be conducted by the immediate hiring supervisor or Manager and/or by the Human Resources Director, Human Resources Manager or designee.
5. When an internal candidate is selected for a new position, it is expected that the staff member will continue in the current role until a reasonable time that meets transition plan requirements. This determination will be made as part of the hiring process. The immediate supervisors of both areas are responsible for creating the transition plan and for ensuring a smooth transition for the agency.
6. All final candidates, whether internal or external, are provided the opportunity to speak with currently employed personnel within that department.

Temporary Staff/Volunteers/Interns/Independent Contractors:

Temporary staff referred by temporary agencies is not included in the Applicant Tracking Log. However, any temporary staff, volunteer, intern or independent contractor who is provided access to the agency facilities and network will undergo the background screening described above in addition to the agency background procedure prior to commencing the assignment and will also complete the drug testing program.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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

APPROVAL DATE: 5/26/21