

## EMPLOYEE RECRUITMENT

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### SUMMARY

This procedure explains the process to fill vacant non-tested positions.

The Recruitment and Internal Placement Section will work with departments to develop a strategic recruitment plan to maximize recruitment efforts and generate the best pool of qualified applicants.

### PROCEDURE

1. Initiate, via the eJobs system, a job opening request which will be submitted to the Office of Management and Budget (OMB) and subsequently Human Resources Department (HR) for approval.
2. Vacant positions may be filled in any of the following ways:
  - a. Recall: The HR Internal Placement Unit will be notified electronically of job opening requests for which there is a Recall List. Personnel on the Recall List will be referred in layoff retention score rank order for placement in the available vacancies as prescribed in the Miami-Dade County Layoff Procedures Manual.
  - b. Position Advertisement: Positions may be advertised internally or to the general public on Miami-Dade County's eJobs website and also may be publicized in local periodicals, professional publications and other websites. Qualified individuals applying to the position while advertised will be considered for the position. Other applicants in the eJobs database may be added to the recruitment *either during or after* the recruitment advertisement period.
  - c. Search of eJobs database: The applicant database may be searched at anytime to identify applicants who possess the desired qualifications for a position opening that has not been advertised. Applicants generated from previous recruitment efforts may be linked to the new job opening.
3. Prior to conducting interviews for a specific recruitment, the Departmental Personnel Representative (DPR) must print a finalized applicant list report for the job opening and retain it in the recruitment file. This will provide a record of all applicants who were evaluated for a particular vacancy during the recruitment/selection process. This record is required for auditing purposes in the event of any challenges to the selection process, such as, but not limited to, Veterans' Preference or Equal Employment Opportunity claims.
4. It is imperative that a competitive selection process is conducted. An interview panel, appointed for the specific recruitment, will convene to interview selected candidates for the position. No applicant shall be appointed to a position without having participated in the interview process.
5. County management may request the services of an executive search firm when a position is deemed to be highly specialized or difficult to fill. Human Resources Department will coordinate this process to ensure the proper documentation of the recruitment process and the inclusion of the relevant candidates in the recruitment database.
6. The Mayor may establish a special employment selection process for specific positions waiving the Centralized Employment Services (CES) process. This process requires that applicants

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meet the minimum qualifications for the position. CES Waiver requests must be properly documented, reviewed and approved by the Mayor.

**CONTACT(S):**

**Department/Division**

Human Resources Department / Recruitment, Testing and Career Development Division

**REFERENCE DOCUMENT(S):**

Administrative Order 7-21, Personnel Policy for Centralized Employment Services

Layoff Procedure – Miami-Dade County Procedures Manual

Structured Interview Procedure – Miami-Dade County Procedures Manual