

APPLICANT LIST REPORT FOR NON-TESTED POSITION

SUMMARY

This procedure explains how a pool of qualified applicants is formulated.

An applicant list may be created by either a position advertisement or an eJobs database search. Qualified applicants in the database are eligible for consideration for any job opening for a period of three years from their last activity in the system.

PROCEDURE

1. Departmental Personnel Representatives (DPRs) may create applicant lists at any time they wish to fill a vacancy which has been authorized in an approved job opening.
2. Qualified applicants are eligible for interview and appointment provided that they have been active within eJobs during the preceding three years.
3. Prior to conducting interviews for vacancies in a job opening, the DPR must run the applicant list report and retain it in the job opening 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. Applicant lists may be refreshed at any time by the addition of more applicants; however, in order to adhere to record keeping requirements, a new applicant list report must be created prior to proceeding with the interview/selection process.
5. Every effort must be made to have a sufficient number of applicants for each job opening. Prior to the appointment of any applicant from an Applicant List, a competitive selection process must be conducted and a final eligibility determination must be made by Human Resources Department.

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
Structured Interview Procedure – Miami-Dade County Procedures Manual