

HIRING PREFERENCE FOR CURRENT AND FORMER COUNTY EMPLOYEES

SUMMARY

Miami-Dade County (County) is committed to recognizing the contributions of its current and former employees. Accordingly, a hiring preference will be awarded to current and former County employees who meet the specified eligibility criteria. This policy outlines the eligibility criteria and procedure for awarding hiring preference points to current and former County employees participating in the competitive recruitment process.

ELIGIBILITY CRITERIA

The County will award a hiring preference for current employees in good standing as well as former County employees who separated in good standing, provided the following criteria are met:

- (a) Minimum Qualifications:
 - The applicant must meet the minimum qualifications for the position.
- (b) County Employees:
 - County employees must have no previous disciplinary actions (DAR) in their employment history.
- (c) Former County Employees:
 - Former County employees must have separated from County service due to retirement, separation, or resignation and have no previous disciplinary actions (DAR) in their County employment history.

PROCEDURE

1. Eligibility Verification
 - Eligibility for preference points shall be verified for all interviewed candidates after interviews are completed and prior to the finalization of interview scores.
 - Departments must verify applicant eligibility by reviewing and validating required credentials and employment history, including any disciplinary records and, when applicable, the reason for separation, in accordance with established eligibility criteria.
 - Applicants must self-identify as former County employees by completing the required "Former County Employee" field in the electronic application. This designation will be reflected in the application report for departmental review.
2. Application of Preference Points
 - Eligible County employees shall receive five (5) preference points, and eligible former County employees shall receive three (3) preference points, to be added to their final interview score.
 - Preference points will be applied only to applicants who achieve a minimum passing score in the interview process and meet the eligibility criteria.

- Departmental Personnel Representatives (DPRs) are responsible for ensuring that applicable preference points are accurately applied to the applicant's interview before finalizing the tally sheet.
- Preference points may be awarded to an eligible applicant in more than one recruitment, provided eligibility criteria are met for each recruitment.
- Eligible applicants may receive both employee preference points and veterans' preference points for the same recruitment, in accordance with applicable procedures.

3. Auditing Documentation

- All calculations for preference points must be audited for accuracy before making a candidate selection and finalizing recruitment.
- A record of the points assigned, including documentation verifying eligibility, must be maintained in the recruitment file.

CONTACT(S):

Department / Division

People and Internal Operations Department

Recruitment, Testing and Career Development Division