



**Series:** 1200 Human Resources

**Policy Name:** Recruitment Process/Selection

**Policy Number:** 1203

**Origination Date:** 11/01/2013

**Revision Date:** July 1, 2018

**Regulation:** FAC 65C-15

**Policy:** It is the policy and practice of Communities Connected for Kids to provide equal employment opportunities in all recruiting and hiring actions to qualified candidates without regard to race, religion, sex, color, age, citizenship status, physical or mental disability, national origin, marital status, gender identity or expression, or sexual orientation.

**Procedure:** The procedure will be used to provide guidance to Communities Connected for Kids managers and employees on matters related to the posting, recruitment, selection, and hiring of candidates / employees for newly created or vacated positions. (Reference Policy #1205 for Human Resources File / New Hire Information requirements.

For critical positions, the procedure must incorporate a system that requires that the designated hiring manager or backup manager interview potential qualified candidates within two (2) business days of receipt of the referral from the designated Recruiter; An approved Job Profile must be in place prior to posting, advertising or reclassifying a vacancy. Communities Connected for Kids Policy #1209 requires that each Job Profile be prepared using the approved format, and include a Job Summary, FLSA classification, Professional Skills, essential job functions, educational and experience requirements, physical requirements, level of supervision, and extent of occupational exposure. A Personnel Requisition with Department Head and next level supervisor's approval must be completed prior to posting a newly created or vacant budgeted position. The Communities Connected for Kids Chief Executive Officer's approval is required for any non-budgeted position prior to posting.

1. Assignment of a job within a career/salary band will be by Human Resources. Assignment of the job to a designated career band will be determined by a number of factors, including, but not limited to, the external marketplace, scope of responsibility, educational requirements, level of competencies required to successfully perform the job, and the impact of the role on the organization.
2. In accordance with the Communities Connected for Kids Benefits, Wage, and Salary and Employment Practices Administrative Reference manual, all new and vacant positions must be posted on the organization's job posting site. All positions will be posted internally and externally for a minimum of seven (7) days. The designated Recruiter or Human Resources personnel, in conjunction with the Hiring Manager, are responsible for identifying appropriate external job posting sites or other relevant advertising venues.



Communities Connected for Kids is an Equal Opportunity Employer, and as such, all external searches should include efforts to identify, and consider in the selection process, qualified candidates who are persons of color and /or female.

3. In the event of an internal promotion, procedure allows that only the lowest / final vacancy be posted (position vacated by the internal candidate being promoted). Normally, an internal promotion is one where the individual is working within the same work unit, usually reporting to the position for which a vacancy now exists, and where the individual is the only one in this category who meets all of the qualifications. In some situations, a documented Development Plan may determine an eligible candidate, rather than through the reporting structure process. In the event of position elimination / reduction in force, Communities Connected for Kids employee losing his or her job may be assigned or transferred to an open position, without the vacancy being posted.

4. All qualified internal candidates who meet the role requirements will be interviewed for the vacancy for which he/she has posted.

The designated Hiring Manager or backup manager should interview potential qualified candidates as soon as possible, but no later than two (2) business days, following his/her receipt of the candidate referral from the designated Recruiter or Human Resources personnel.

5. All internal applicants must complete an online application using the organization's Career Opportunities site located on the Communities Connected for Kids Intranet site. External applicants should apply online through the organization's job posting site at <https://careers.cckids.net> or <http://jobs.cckids.net>. Additionally, all external candidates being interviewed (does not include those who are not passed on to the hiring manager following a preliminary screening by HR or the designated Recruiter) must complete a Communities Connected for Kids Employment Application and associated reference check authorization releases.

7. Prior to offering a position, Human Resources department personnel will complete the required background screening clearances, including a minimum of three professional reference checks, and a sanction screening to identify Excluded Individuals and Entities. Under a written plan approved by the Chief Executive Officer, a conditional offer of employment may be extended prior to the completion of the reference checks. Any such conditional offer must be permitted under State and / or licensing agencies regulations. All of the aforementioned requirements must be completed before employment can begin.

8. The salary offer is determined by Human Resources department personnel in conjunction with the Department Head or Hiring Manager. The recommended salary must be within the salary band, and will take into consideration market survey data, and adjustments for the individual's experience and qualifications. All salary determinations must be calculated in accordance with the Communities Connected for Kids Benefits, Wage, and Salary and Employment Practices Administrative Reference Manual.



In instances where the recommended salary is at or above Level 3 (Target) of the designated career band, the recommended salary must be reviewed and approved by the Chief Executive Officer.

9. The Human Resources Director or designee will extend a job offer and prepare an offer letter (if requested) for the selected candidate, unless there has been a prior agreement that this will be done by the appropriate Department Head or Hiring Manager. All offers are contingent on the candidate successfully passing required background screening and Communities Connected for Kids pre-employment drug screening. All of the aforementioned requirements must be completed before employment can begin.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018