

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : FILLING VACANT POSITIONS
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I PURPOSE

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The purpose of this policy is to summarize the guidelines to be followed when filling vacant positions on a temporary or permanent basis. For additional information, please consult the *Authority Hiring Guidelines*, available in Human Resources.

II APPLICABILITY

This policy applies to vacant positions within NFTA/NFT Metro, as categorized below:

III POLICY

A. HOW TO BEGIN A SEARCH

1. TEMPORARY/OUT-OF CLASSIFICATION APPOINTMENT

(No Search-For Non-Represented positions only)

To process a temporary/out-of-classification appointment, using a current NFTA/NFT Metro employee, the following paperwork is to be submitted to Human Resources:

- Job Description.
- Brief statement explaining the need for the temporary appointment.
- Recommendation for Hire-with all appropriate signatures.

Once the paperwork is received and reviewed by Human Resources, it will be returned to the hiring manager, who will then advise the employee that the appointment has been approved.

It is the responsibility of the hiring manager to advise the candidate for the temporary appointment that the position will be vacated at the end of the term of appointment, that a regular search will be conducted, and that the incumbent may apply for the position with other candidates in the search process.

2. PERMANENT APPOINTMENT

a. Internal Search—for Represented positions only. (Only current NFTA/Metro employees may apply during an internal posting period. Internal vacancies are advertised at www.nfta.com.)

A vacancy for a represented position is to be advertised internally, subject to the posting requirements of the applicable collective bargaining agreement, and filled in accordance with the appropriate collective bargaining agreement. If, at the end of the posting period, the vacancy has not been filled in accordance with the collective bargaining agreement, the hiring manager may fill the position with a current employee from outside of the bargaining unit, with an external applicant, or the hiring manager may advertise the position in an external publication.

To advertise a position internally, the following paperwork is to be sent to Human Resources:

- Job Request Form
- Job Description

b. External Search -for Non-Represented and Represented positions

Using an external search procedure, a vacancy may be advertised in a number of publications. The hiring manager will consult with the Director of Human Resources or his/her designee to determine which publications will be best for the search. All positions will be advertised at www.nfta.com; any vacancy for which external candidates are considered will have an application period of at least 10 days.

B. ADVERTISING VACANCIES

To advertise a vacancy, the following paperwork is to be completed and submitted to Human Resources:

- Job Request Form—with budgetary approval and signed by the Executive Director
- Request to Advertise Form
- Job Description-**electronic & hard copies**

Once Human Resources receives the necessary paperwork, the job description will be reviewed, assigned an application deadline, and submitted to the requested publication(s) for advertisement. In addition, all positions are advertised at www.nfta.com.

The costs associated with advertising **all vacancies** will be covered by the hiring unit.

C. USING SEARCH COMMITTEES

When utilized, search committees participate in every phase of the recruitment and selection process, including: developing criteria to evaluate applicants, interviewing candidates using agreed upon interview questions, and documenting the weight of candidates' experience and qualifications. The role of the search committee shall be advisory, and the final authority to hire new employees shall belong to the Executive Director.

Unless the appointment is **temporary**, it is strongly recommended that a Search Committee be used for any full time non-represented position with a salary at grade 14 or above.

Even when a search committee is not used, established hiring guidelines are to be followed in the search process. The hiring manager must consult with Human Resources for guidance when not utilizing a search committee.

D. CONDUCTING INTERVIEWS

To preserve the integrity of the search process, interviews may not be scheduled until after an initial application deadline has passed.

To have a basis for evaluating candidates' responses, the hiring manager and/or search committee are to use a rating sheet during interviews. The rating sheet for each candidate interviewed is to be retained as part of the search file, and submitted to Human Resources at the conclusion of each search.

E. CONTACTING REFERENCES

Generally, Human Resources will conduct reference checks once a Recommendation for Hire is received from the hiring manager. There may, however, be circumstances where the hiring manager is better suited to conduct reference checks. When conducted by Human Resources, the outcome of reference checks will be shared with the hiring manager. When conducted by the hiring manager, the outcome of reference checks will be shared with Human Resources.

F. CONCLUDING A SEARCH

Once the reference checks are completed and the results are given to the hiring manager, a conditional offer letter may be given to the finalist. The conditional offer letter will outline terms and conditions of employment, including benefits and salary, as well as the requirement that the candidate must successfully pass all drug tests, a criminal background check and/or a physical before being advised of a start date.

Once all pre-employment tests have been successfully completed, the candidate should be advised of his or her start date by letter. At that time, either the hiring manager or Human Resources will inform all other candidates in the search that the position has been filled.

Revision Dates: 07-20-07