

Checklist for Hiring Process Unified Personnel System - Pinellas County Government

Job Classification			
Department			
Position Control No.		Eligible Register No.	

- ✓ 1. Completed requisition and Americans with Disabilities Act Form sent to the Office of Human Rights. The Office of Human Rights determines justification requirements and forwards the forms to the Personnel Department.
- ✓ 2. Personnel Department sends password providing access to E-Reg, online eligible register system, to the hiring department.

Justification requirements for this position are shown below:

- None
- Veterans' Preference
- Minority and Protected Classes: Blacks Hispanics Females Males

Department process begins here:

- 3. Determine candidates to be interviewed. Review and give consideration to eligible register, applications, employee personnel files, protected class members, veterans' earning preference, and compliance with nepotism statute. If position requires driving, you may contact Risk Management and request they do driver's license checks on up to 10 candidates.
- 4. Interviews
 - A. Set up interviews.
 - (i) Interview at least 3 County employees
 - (ii) Interview all department/unit employees for whom the position would be a normal, in-line promotion.
 - (iii) Interview individuals as appropriate for compliance with your department's Affirmative Action goals.
 - (iv) Interview all Category 1 and 2 Preferred Veterans (10 point veterans)
 - (v) Interview at least 3 of the best qualified candidates who are Category 3 and 4 Preferred Veterans (5 point veterans)
 - (vi) If position requires a CDL, inform candidates of federal requirements and the need to bring detailed information on employers for last 3 years to the interview.
 - B. Conduct interviews
 - (i) Have each interviewed candidate review the *Position Requirement Profile Form* for the position and complete the *Position Requirement Profile Candidate Questionnaire Form*.
 - (ii) Inform each candidate that a background check including a national criminal record check will be conducted and material falsification of any information presented in the application or during the interview will be grounds for removal from consideration and/or termination if hired.
 - (iii) If the position requires a CDL or is designated as "safety sensitive," inform each interviewed candidate that successful passing of a health and drug screening is a requirement and a condition of hiring.
 - (iv) If the position requires a CDL inform the candidate of federal requirements and have each individual interviewed complete the *Alcohol and Controlled Substances Testing Form*.
- 5. Make preliminary decision on finalist for the position and conduct reference checks.
- 6. If necessary, submit letter of justification for the non-selection of minorities, protected class members, and veterans' preference candidates to the Office of Human Rights for review and approval. **Submit all completed *Position Requirement Profile Candidate Questionnaire Forms* to the Office of Human Rights.**
- 7. If position requires driving and you have not already done so, have the candidate's driving record checked by Risk Management.

8. Department contacts candidate and makes conditional offer of employment, determines availability and salary requirements.

The offer is conditional as follows:

- all job offers are conditional on successful background checks including criminal record;
- CDL and designated safety sensitive position job offers are conditional on successful passing of the health and drug screening;
- in addition, CDL position job offers are conditional on an acceptable driving record.

If the salary requirements are such that you will be hiring above the minimum rate of pay you must obtain appropriate approvals before making a final offer and establishing starting pay. If the requested starting pay is above the minimum but at or below the mid-point of the pay range and you are under the Board of County Commissioners you must first obtain the approval of the Director of Personnel and then the approval of your Appointing Authority. If the starting pay is above the mid-point of the pay range you must first obtain the approval of the Director of Personnel, then of your Appointing Authority, and finally of the Personnel Board. If you are under another Appointing Authority you obtain the approval of your Appointing Authority before seeking the approval of the Director of Personnel. Do **not** send the Personnel Transaction Form until starting salary has been approved by all appropriate parties.

9. Inform the candidate that he/she must contact the Records Administration Unit of the Personnel Department (464-3082) to set up an appointment for finger printing.

You do not need to have the results of background check prior to the candidate starting to work; however, if the background checks return information indicating that the candidate falsified his/her application or would be an inappropriate hire, the job offer will be withdrawn and if already hired, the individual must be terminated.

10. Submit Personnel Transaction Form and approval notification from the Office of Human Rights to appropriate departmental personnel and Appointing Authority (or his/her representative) for approval/signatures. If the position requires a CDL you must also attach the original *Alcohol and Controlled Substances Testing Form* for the individual selected to the transaction form. Approved transaction forwarded to the Personnel Department.

If the position does not require a CDL or is not designated as safety sensitive, the transaction form should contain the established starting date. The completed transaction must be received in the Personnel Department no later than 5:00 p.m. on the Tuesday preceding the established Monday start date.

If the position requires a CDL or is designated as safety sensitive, the transaction form must not include the start date. The start date will be established only after the results of the health and drug screening are known.

The Personnel Department will send the candidate a letter scheduling the health and drug screening. This is normally 5 to 6 working days after the transaction is received. The Personnel Department is generally notified of the screening results 1 to 2 days after the screening. Once the Personnel Department receives the results it will call the Department with the information.

If the candidate passed the health and drug screening the Department contacts the candidate and makes the final job offer and established the starting date. Once the start day has been established the Department calls the Records Administration Unit of the Personnel Department with the start date information. Personnel must be informed of the start date no later than 12:00 noon on the Wednesday preceding the established Monday start date. (If the candidate fails the health and drug screening the Department returns to Step 3.)

If the position requires a CDL, the Personnel Department will send Risk Management a copy of the transaction form and the Alcohol and Controlled Substances Testing Form. Risk Management will begin the process of contacting the applicant's previous employers and making a determination of eligibility/ineligibility. Risk Management will notify the department of the new hire's approval/disapproval with respect to driving/CDL. Remember, the individual cannot operate equipment requiring a CDL prior to obtaining clearance from Risk Management.

The Personnel Department will mail the candidate a letter confirming the established start date, informing the candidate of the location and time for orientation, and providing necessary information and forms needed for the hiring process.

11. Hiring department phones or sends letter of non-selection to each interviewed candidate who was not hired informing them of their non-selection for the position.
12. Take all necessary action for receipt of new hire, i.e., office/work space, supplies/equipment needed, notification of staff, etc.