

**BREVARD COUNTY
MERIT SYSTEM POLICIES
POLICY III**

Title: **RECRUITMENT, APPLICATIONS AND EXAMINATIONS**

I. OBJECTIVE

To actively recruit qualified job applicants for available positions through open competition on the basis of individual job-related qualifications.

II. DIRECTIVES

A. RECRUITMENT

1. Recruitment of candidates for open positions in the Career Service that are being advertised for external applicants will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions.
2. For the purpose of encouraging upward mobility among employees, lesser qualified applicants may be recruited and placed on trainee status. Training programs must be approved by the Office of Human Resources prior to appointment of an employee as a trainee.
3. All job announcements shall indicate the County is an equal opportunity employer.

B. APPLICATIONS

1. No individual shall be denied the right of filing an application for employment in any open position being advertised for external applicants in the Career Service. All applicants for positions in the Career Service shall file written applications on a form prescribed by the County Manager or his designee. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form.
2. The Board of County Commissioners may reject any application, or applicant, when it has been determined: the application was not received on or before the closing date established for receiving applications; the applicant lacks any of the required qualifications set forth in the announcement; the applicant falsified or failed to complete the application form; the applicant has been convicted of a felony which was related to the employment sought; and/or the applicant was previously employed by the County and was dismissed for cause or resigned not in good standing.

C. EXAMINATION METHODS

All examinations shall be designed to fairly and impartially measure the fitness, aptitudes, skills, knowledge, abilities or other job-related qualifications of the applicant to properly and efficiently perform the duties of the position to be filled.

RECRUITMENT, APPLICATIONS AND EXAMINATIONS (continued)

D. TYPES OF EXAMINATIONS

1. Examinations shall be announced and conducted in the following manner:
 - Open competitive examinations which shall be public, competitive and open to any person who may lawfully be appointed provided they meet the announced minimum qualifications established for the class.
 - Internal competitive examinations in which competition may be restricted to employees in the County Service who meet the minimum qualifications of the class or may be willing to accept the position as a trainee.
2. The methods utilized to examine applicants may consist of any, all, or a combination of the following:
 - Evaluation and comparison of training and experience to the minimum qualification requirements of the position.
 - Oral interviews.
 - Practical written tests.
 - Performance or skill tests.
 - Agility tests.
 - Other criteria which has been determined a fair and impartial measure of an applicant's merit and fitness to perform the duties.

E. LISTS OF APPLICANTS

When providing a list of applicants to an appointing authority the Office of Human Resources shall utilize the following priorities:

1. Layoff Candidates - any permanent employee of the Career Service who has been separated in good standing due to a reduction in force or abolition of a position shall, at the request of the employee, be placed on a list for priority consideration to any position for which they are qualified and willing to accept, for a period not exceeding one (1) year from the date of layoff.
2. Internal Candidates - may remain on a list until the specific vacancy is filled or appointing authority notifies Human Resources that position will not be filled for 6 months. When in the best interest of the County Service, as requested by an appointing authority, the Human Resources Director (working title) shall establish internal candidate lists from which vacancies in the Career Service can be filled.
3. External Applicants - may remain on a list until the specific vacancy applied for is filled or the appointing authority notifies Human Resources that the position will not be filled within the next six (6) months.