



Series: HR- Recruitment **COA:** HR 3.02, TS 1.03
CFOP: NA

Procedure Name: Interview Process
Procedure Number: HR – 2206
Revision #/Date: (2)01/08 (3)09/08
Effective Date: 9/04

Applicable to: All CBCB Staff, applicants, Independent Contractors in direct service

SUBJECT: Recruitment & Selection

PURPOSE: To appropriately, legally, and consistently interview and hire the best suited candidates from the applicant pool for the Agency to perform the required work in support of its mission and vision. To work towards a culturally-competent and diverse workforce that can effectively and collaboratively work with our clients. To ensure compliance with federal and state laws governing the applicant, interview and selection process.

PROCEDURE:

References

(to be added as applicable)

1. CBC of Brevard employs a joint interview process for all qualified applicants for open positions. This includes the hiring Manager, the Chief Personnel & Administrative Officer and depending on the Division may also include the Director, Director of Operations or Division head.
2. Completed applications by external or internal applicants are evaluated using a resume Review Guide based on the stated requirements for the position. This is completed by the Chief Personnel & Administrative Officer or designee. (Refer to COA HR 3.02(a) for internal job posting announcements).
3. The hiring manager is provided with those applications who minimally meet the stated requirements for the position. The Chief Personnel & Administrative Officer will select those most qualified based on the resume evaluation process and provide those to the hiring manager for review.
4. Interview times will be set to interview those selected and prior to the interviews an interview guide will be printed which will focus on the technical, business and behavioral requirements of the position. These guides comply with all federal and state employment and labor laws.
5. All applicants who are interviewed are provided with a copy of the job description for the position which outline the essential functions and minimum requirements.

6. All applicants interviewed shall be asked the same set of questions based on the requirements of the job description and in compliance with employment and labor law. These are retained with the application materials in accordance with the Agency's Records Retention Procedure.
7. Candidates are provided an opportunity to ask questions of any of the members of the interview team at the conclusion of the interview.
8. The top finalist candidate is afforded the opportunity to meet with other staff in the department and/or an employee who holds the same position if applicable.
9. Reasonable accommodation will be provided to any individual with a disability who requests this within five (5) business days of the interview provided the required resources are available within the community.
10. The applicant is also informed that once a decision has been made they will be contacted either by telephone or in writing.
11. At the conclusion of each interview, the members of the interview team rate the quality of the responses to the interview questions based on the categories of the interview guide. When all team members have rated the interview, the team discusses the individual outcomes and ratings and discusses any ratings of significant difference in order to achieve general consensus.
12. At the conclusion of the interviews, the team meets to determine the best suited candidate for the position. The final selection and starting salary must have the approval of the Chief Personnel & Administrative Officer. The recommendation is made by the Chief Personnel & Administrative Officer to the Chief Executive Officer for approval.
13. Once the recommendation is approved by the Chief Executive Officer the Chief Personnel & Administrative Officer will begin the background screening process on external candidates. (See Procedures on background screenings and reference checks).
14. Upon the receipt of the background screenings the Chief Personnel & Administrative Officer will make the formal job offer if there are no discrepancies or disqualifying results.
15. In the event there are discrepancies or other areas of concern with the background results, the Chief Personnel & Administrative Officer will discuss these with the hiring Manager and a decision will be made on the approach to address/resolve the concerns.
16. If the selected candidate is a current staff member, the hiring Manager or Chief Personnel & Administrative Officer will make the formal job offer to the candidate. If the candidate accepts the position, a transition plan will be developed by the current and new supervisor and the process will begin to replace the current employee.
17. As part of the hiring process, external candidates are provided with a formal offer letter signed by the Chief Executive Officer. This letter will document that the employment relationship is that of an "at-will" status and that either party can terminate the relationship at any time for any reason. The salary will be shown either as an hourly rate (for non-exempt positions) or on a bi-weekly basis for exempt positions.
18. All candidates who participated in an interview will receive notification of the final determination either verbally (internal candidates) or written (external candidates).
19. Documentation of candidates whether interviewed or not is retained by the Chief Personnel & Administrative Officer or designee in accordance with the Records Retention Procedure.

20. If during the interview process or subsequent to a hiring decision, it is discovered that an employee falsified information provided on the employment application or resume, this may result in immediate disciplinary action up to and including termination of employment or for applicants the disqualification of the application.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3-5-09