

STANDARD PROCEDURE

Aviation Authority

Number: S631.01

Effective: 05/18/86

Revised: 07/10/19

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SUBJECT: HIRING PROCEDURES

**PURPOSE:** To outline the procedures to follow when a department wishes to fill a vacancy.

**PROCEDURE:**

A. Recruitment

1. When a department wishes to fill a vacant position, an email request should be submitted to Human Resources to initiate a recruitment through Taleo and/or with professional organizations.
2. Hiring managers have the ability to be copied on all applications through the Taleo system or the hiring manager can forgo this option and use the system to gain access to all applicants for their open position.
3. Departments should not request a recruitment if they are not prepared to interview.

B. Selection

1. Human Resources will schedule the interviews for the department if requested. If desired, Human Resources will conduct an initial interview along with the department supervisor, manager or director.
2. If the department wishes to hire one of the applicants, a background check will then be conducted. Human Resources will do this for all departments except for Police, which conducts their own background checks.
3. All prospective employees are required to pass a background and an FBI fingerprint-based criminal history records check required by the Transportation Security Administration; some positions also require the applicant to pass a driver's license check, credit history check and/or a pre-employment physical.

All applicants being considered for initial employment must successfully pass a drug screen urinalysis. Applicants failing to pass the pre-employment drug screening will be disqualified from consideration for employment for a period of 12 months from the date of the positive urinalysis.

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An applicant's failure to submit to the required pre-employment drug test or fingerprint check will be considered as a request to withdraw from consideration for the position for which they applied.

When all checks are completed, Human Resources will notify the department that it is cleared to offer employment.

C. In-House Employees

The Authority encourages promotion from within. All employees are given opportunities to apply for open positions.

APPROVED: Michael Stephens

DATE: 7/10/19