

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 3-7  
Revision No.: 2

Effective: 03/10/09  
Review Date: 03/10/10

## **Referring Employment Applications**

**OVERVIEW:** This policy describes the procedure for initially processing employment applications.

**SCOPE:** This policy applies to all applications for Board employment.

### **PROVISIONS:**

1. **Referring Employment Applications.** The Human Resources Office will forward all official employment applications that meet the minimum qualifications for the position to the department director or designee.
  - a. Human Resources staff will evaluate which applicants meet the minimum qualifications of the job description, based on the education, training and experience of the applicants as stated on the official employment applications, and, where applicable, tests.
  - b. Referrals will be made the week following the removal of the position from the Employment Opportunities Listing.
  - c. If the hiring supervisor wants non-referred applicants added to the list, he or she will discuss with the Human Resources Office how certain non-referred applicants actually meet minimum qualifications. Disputes will be resolved by the department director and the Human Resources Director, or by the Administrating Official or designee.
  - d. Following referral of applications for the position, the Equal Opportunity Office will send a memorandum to the hiring department and to the Human Resources Office indicating the special recruitment applicants to be considered for the position in accordance with the County's equal opportunity goals. The notification will be sent within five working days following receipt of the electronic referral list of qualified applicants.
2. **Veterans' Preference.** When selecting applicants for initial interviews, education, training and experience shall be considered along with Veterans' Preference in accordance with Chapter 295, Florida Statutes and Chapter 55A-7, Florida Administrative Code.
  - e. Applicants who have submitted the required Veterans' preference documentation, and are determined to be eligible for Veterans' preference, will be identified by the Human Resources Office when the referral is made to the hiring supervisor.
  - f. An applicant eligible for Veterans' Preference will be given special consideration at each step of the employment selection process.

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County Manager

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County Attorney