

# Hiring Guide

**Human Resources**  
*Helping U Succeed*

**WORK. GROW. MATTER.**

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Dear Hiring Manager,

Have a vacancy? **Human Resources Workforce Strategy is your partner in hiring.** This guide will help you through the process. Contact us at any step in the process if you would like to discuss:

- Future needs of your organization and options to consider when filling a position
- Details about your position-specific requirements
- Developing and weighting the applicant pre-screening (supplemental) questions
- Establishing position-specific questions for phone and on-site interviews
- Participation by HR-Workforce Strategy staff in the interviews
- Pre-employment testing options
- Conducting employment reference/verification checks
- Recruitment strategies for hard-to-fill positions

Here's an outline of the details you can expect in the guide:

1. **Recruitment**
2. **Advertisement**
3. **Selection**
4. **Offer of Employment**
5. **Orientation**

You will also find useful links (see an alphabetical listing below). Please note that some are internal links available only on a County computer.

- [Alcohol and Controlled Substance Testing Policy](#)
- [BTS Request to Create New User Account](#) (internal link)
- [Clerk's Service Request for New User Account](#) (internal SharePoint link)
- [Driver and Safe Driver Award Policy](#) (internal link)
- [Drug-Free Workplace Policy](#)
- [Employment Reference Check Form](#)
- [FMCSA Drug and Alcohol Clearinghouse Form](#) (internal link)
- [Instructions to Enter a New Hire in OPUS](#) (internal link)
- [Instructions to Transfer an Employee in OPUS for Current Manager](#) (internal link)
- [Instructions to Transfer an Employee in OPUS for New Manager](#) (internal link)
- [Job Offer Letter Template](#)
- [Nepotism Policy](#)
- [New Employee Departmental Orientation Checklist](#)
- [New Hire Notification and Onboarding Form](#)
- [Personnel Rule 3 - Compensation](#)
- [Position Maintenance Request Form](#)
- [Position Requirement Profile \(PRP\) Candidate Questionnaire Form](#)
- [Recruitment Request Form](#)
- [Release of Information Form: Drug and Alcohol Background Check](#) (internal link)
- [Vehicle Driver Qualification Form](#) (internal link)
- [Veterans Laws in Florida Statutes Chapter 295](#)
- [Veterans' Preference Compliance Memo Form](#)
- [Veterans' Preference Procedure](#)

# 1. Recruitment

- All recruitments need a valid position number due to data flowing from EBS (OPUS) to Taleo. The position should be at the correct level, location, reporting structure, etc. For position numbers and associated details, please utilize Manager Self-Service or contact your budget department. To add/delete positions, please use the [Position Maintenance Request Form](#) or email [PayClass@pinellascounty.org](mailto:PayClass@pinellascounty.org).
- To begin your hiring process, complete the [Recruitment Request Form](#).
- HR-Workforce Strategy will **create a new requisition** and discuss with you the supplemental pre-screening questions.
- If the hiring manager determines that **driving is an essential function of the position** (i.e., the position requires driving a County vehicle at any time or using a personal vehicle for County business at least 20% of the time, such as one full day a week), the supplemental questionnaire will indicate that the position requires either a Florida Driver License or a CDL (Commercial Driver License) and ask if the candidate is able to fulfill the requirement. A response of “No” will disqualify the applicant.
- For recruitment questions, email HR-Workforce Strategy at [hiring@pinellascounty.org](mailto:hiring@pinellascounty.org) and your designated recruiter will follow up. Recruiters are designated as follows:

## ***Bertha Battle***

- Board of County Commissioners
- County Administration
- Human Resources
- Office of Asset Management
- Office of Human Rights
- Parks & Conservation Resources
- Public Works
- Solid Waste
- Supervisor of Elections
- Utilities

## ***Rebecca Geiger***

- Building & Development Review Services
- Business Technology Services
- Clerk of the Circuit Court & Comptroller
- Contractor Licensing
- Forward Pinellas
- Housing & Community Development
- Property Appraiser

## ***Noemy Pita***

- Administrative Services
- Airport
- Animal Services
- Communications
- Convention & Visitors Bureau
- County Attorney’s Office
- Economic Development
- Emergency Management
- Human Services
- Office of Management & Budget
- Safety & Emergency Services
- Tax Collector

## 2. Advertisement

- HR-Workforce Strategy collaborates with the hiring manager on the final version of the website posting and **posts the job** to [www.pinellascounty.org/hr/opportunities](http://www.pinellascounty.org/hr/opportunities). You will receive a link when your job has been posted. Please feel free to share the link with your networks.
- HR-Workforce Strategy will partner with the hiring manager to identify **external advertisement and sourcing opportunities**.
- HR-Workforce Strategy promotes job postings on **social media accounts** ([LinkedIn](#), [Facebook](#), [Twitter](#), [Instagram](#)).

## 3. Selection

### *Application Review/Screening*

- The hiring manager shall screen and decide whether each applicant meets the **minimum qualifications** as identified under *Position Specific Requirements* on the advertised position description.
- The hiring manager determines **applicants** to be interviewed and at this time, the applicant is now considered a **candidate**.
  - Review compliance with the [Nepotism Policy](#).
  - It is up to the hiring manager to determine if an eligible individual meets the minimum qualifications for the job. Eligible individuals who meet the minimum qualifications must receive Veterans' Preference. To ensure compliance, please follow the process outlined in [Pinellas County's Veterans' Preference Procedure](#) and to [Florida Statute Chapter 295 Laws relating to veterans](#).
  - For internal candidates, hiring managers may request to **review their personnel file**. Such requests should be emailed to [Records Administration](#).

### *Interviewing*

- The hiring department may schedule interviews as resumes are received. **Interviews may be conducted by phone, video (Microsoft Teams or Zoom), or in-person.**
- During the interview, discuss candidate's qualifications, experience, salary expectations, detailed requirements for the position, emergency assignments, etc.
- Inform each candidate that a **background check** including a national criminal record check will be conducted after a conditional offer is made and that 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.
- Confirm that the candidate **reviewed the advertised job posting** with the position's physical and mental demands, as well as any driving requirements.
- Hiring managers are accountable for following the veterans' compliance procedures and demonstrating compliance during all stages of the screening and interviewing process. Please review the *Process* section of the [Pinellas County's Veterans' Preference Procedure](#).

### *Interviewing Drivers*

- **Driving:** If driving is an essential function of the position, the hiring manager should inform the candidate that a motor vehicle record check will be required if hired. This applies to a new employee or a current employee promoted/transferred from a non-driving to a driving position. Please familiarize yourself with the [Driver and Safe Driver Award Policy](#) (internal link) so that you can inform the candidate of County requirements.

- **CDL:** If the position requires a Commercial Driver License (CDL), the hiring manager should inform the candidate that, if hired, they will need to comply with Pinellas County and federal regulations for background checks and drug and alcohol queries. At the interview, the hiring manager should review the four documents listed below. *Please note, this applies to a new employee or a current employee promoted from a non-driving or regular driving position to a driving position requiring a CDL.*
  - [Alcohol and Controlled Substances Testing Policy](#)
  - [FMCSA Drug and Alcohol Clearinghouse Form](#) (internal link)
  - [Drug-Free Workplace Policy](#)
  - [Release of Information Form: Drug and Alcohol Background Check](#) (internal link)
- **Drug screening:** If the candidate is interviewing for a position requiring a CDL or designed as “safety sensitive” (including certain positions at the Airport, Air Quality and Medical Examiner), the hiring manager should inform them that successful passing of a drug screening will be required.

## ***Pre-Employment Testing***

- If **pre-employment testing** is desired, the hiring manager should contact HR-Workforce Strategy prior to administering.
- **Additional assessments** may include written assessments, demonstrated skills tests, physical agility assessment, behavior assessment, etc.

## ***Employment Reference Checks***

- The hiring department conducts **at least 3 employment reference/verification checks** per finalist and determines the preliminary selection of which candidate to hire.
- If desired, use the [Employment Reference Check Form](#).

## ***Selection Documentation for Veterans’ Preference and Public Records Compliance***

- The hiring manager must retain interview questions, notes, and evaluation criteria for **4 years** for any public records request. Interview questions, notes, and score sheets are good examples of appropriate documentation to support the veterans’ preference requirement.

# **4. Offer of Employment**

## ***Veterans’ Compliance Memo***

- **Before extending an offer of employment, the hiring manager shall complete the [Veterans’ Preference Compliance Memo Form](#).**
  - **Submitting the form is required for all filled positions** with or without veteran applicants.
  - Please provide the name of all non-selected veterans and the reason for screening them out during the recruitment process.
  - All veterans on the requisition must be documented in the form.
  - If there are **no eligible individuals on the list**, indicate N/A for the Veteran's Preference Compliance Reasoning question on the form.
- **HR-Workforce Strategy will review the preliminary selection form** and notify the department to proceed with a conditional offer of employment or advise if additional steps are required.

## Conditional Offer and Letter

- **Starting pay** is an important aspect of hiring. Be sure to follow the protocol established by your Appointing Authority and department for hiring above the minimum. In addition, [Personnel Rule 3](#) provides guidance on starting pay, consultation with Human Resources, and Appointing Authority approval for hiring about the minimum for classified positions before a conditional offer is extended. Contact HR-Classification and Compensation if assistance is needed to establish the appropriate starting pay rate.
- Hiring manager will make a **conditional offer to the selected candidate in person or by phone**. All offers are contingent upon the successful completion of the background check which may include previous employment, education, criminal records checks, or other screening, depending on the area of assignment.
- The hiring manager will follow up with the conditional offer of employment conversation by **emailing an offer letter** referencing the position title, pay rate, and expected start date. See the [Job Offer Template](#).

## PRP Candidate Questionnaire Form

- At the time of the conditional offer, the hiring manager will provide the selected candidate with the [Position Requirement Profile \(PRP\) Candidate Questionnaire Form](#) and a copy of the advertised job description. The candidate will review the physical and mental demands of the position and complete the form within 2 business days.
- If the candidate requests an **accommodation**, the hiring manager should contact the County Attorney's Office at (727) 464-3354 for legal advice on how to proceed/respond to the request.
- The hiring manager will **keep the PRP Candidate Questionnaire Form in a separate file** to protect any private information from inappropriate disclosure in response to any future public records request.
- If the hiring manager/department receives a **public records request or subpoena**, they are to consult with the County Attorney's Office on how to protect the information on the PRP Candidate Questionnaire Form.

## Offer Acceptance, Background Check and OPUS Administration (External Candidates)

- Upon the offer acceptance of an external candidate, the hiring manager will ask for the individual's full Social Security number and date of birth. The new hire will be **entered in OPUS** and approved through the OPUS/EBS chain-of-command to create the system generated employee number. See the [Instructions to Enter a New Hire in OPUS](#) (internal link).
- At the same time, the hiring manager will submit the [New Hire Notification and Onboarding Form](#) at least 8 business days prior to the new hire's start date to prompt the scheduling of the onboarding/fingerprinting appointment. **All email addresses on the form must be listed exactly as they would be if sending an email** (for example, [john.smith@gmail.com](mailto:john.smith@gmail.com)); **otherwise, the appointment scheduler and notification emails will fail**. You will get a confirmation email if done correctly.
- The New Hire Notification and Onboarding form will autogenerate an email to the new hire with a link to schedule his or her **onboarding/fingerprinting appointment**. The hiring manager will be copied on the appointment and confirmation emails.
- The system will email the hiring manager at every stage of the process (appointment scheduled, employee number generated, ID badge sent, background check cleared, etc.).
- At this point, the hiring manager contacts the new hire to **welcome them and discuss first day activities**.
- **New user account:** The department must complete a request for computer access.
  - Clerk: Use [Clerk's Service Request for New User Account](#) (internal link).
  - Other agencies: Use the [BTS Request to Create a New User Account](#) (internal link).

## Offer Acceptance, Background Check, and OPUS Administration (Internal Promotion/Transfer)

- Upon an **internal candidate** (County employee) accepting the offer and informing their current manager, the new manager will reach out to the current manager to discuss the **transition period**.
- The **current manager** initiates the personnel action in OPUS by inputting the effective date, reason, and the new manager's name. See [OPUS Transfer Instructions for Current Manager](#) (internal link).
- The **new manager** changes the employee status to *Hired* within the requisition in Taleo and completes all necessary steps to update the recruitment.
- The **new manager** may then complete the OPUS data entry. See [OPUS Transfer Instructions for New Manager](#) (internal link).

## Hiring Drivers

- If **driving** is an essential function of the position, the new hire will be given a [Vehicle Driver Qualification Form](#) (internal link) when they meet with HR-Workforce Strategy to complete onboarding paperwork.
- If the position requires a **Commercial Driver License (CDL)**, HR-Workforce Strategy will inform new hires what is needed to complete the following forms (internal links) during their onboarding paperwork appointment: (1) [Vehicle Driver Qualification Form](#), (2) [FMCSA Drug and Alcohol Clearinghouse Form](#), and (3) [Release of Information Form: Drug and Alcohol Background Check](#).
- For positions requiring a CDL or designated "safety sensitive" (including certain positions at the Airport, Air Quality and Medical examiner) a **drug screening** is required. HR-Work Force Strategy will coordinate with Risk Management (Safety Specialist) for Risk to run a drug screening for the individual. Results have to be obtained before the individual can be placed in a driving safety sensitive function.
- HR-Workforce Strategy will send all completed driving-related forms to Risk Management. Risk will complete a **motor vehicle record check**. The applicant will need to attend a Driver Awareness Training with Risk Management before driving a County vehicle or even their own vehicle on County business. This applies to a new employee or a current employee changed from a non-driving position to a driving position.
- Risk Management will also request **drug and alcohol information from previous employers** (for CDL driving) and request a **full query through the FMCSA Clearinghouse**. If the query shows results, HR-Workforce Strategy and the hiring department will be notified.

## Not Hired

- The hiring manager **updates the Req. Based Status in Taleo** for each applicant.
- The hiring manager notifies all non-selected candidates by **sending an email within the Taleo system within 14 days**. Per Florida Statute Chapter 295 Law, it is required that veterans be notified within 14 days of when the selected candidate has accepted the position and agreed upon a start date.

## 5. Orientation

- The hiring manager may review the items on the [New Employee Departmental Orientation Checklist](#) with the new employee during the first week.
- Human Resources **New Employee Orientation (NEO)** is a half-day virtual session your new hire will be scheduled to attend soon after they start.
- For the NEO schedule and other information provided to new hires, see [New Employees](#).