



Pharr Literacy Project, Inc. **Recruitment, Hiring, and Promotion of Staff**

- A. Purpose** - The purpose of this policy is to provide for the administration of a fair and impartial recruitment and selection process for staff.
- B. Persons Affected** - This policy applies to the recruitment and hiring of regular staff employees with PLP. This policy encompasses all regular positions of PLP.
- C. Policy** – PLP is an Equal Opportunity/Affirmative Action employer and is committed to the recruitment and selection of highly qualified employees. All regular positions that are twenty hours per week or more and for a period of four and one-half continuous months or more must be posted for open recruitment or recruited from within PLP.
 - 1. Recruitment of Applicants
 - a. Internal Recruitment - A vacant position may be recruited through internal posting. Only current regular employees of PLP are eligible to apply for this type of job opening.
 - b. Promotion or Lateral Transfer - The hiring official must consider all qualified employees in PLP that meet the minimum requirements for the position in order to fill a vacant regular position by promotion. From this pool, the hiring official may make a recommendation based upon the job-related criteria.
 - c. Open Recruitment - All regular positions not filled by lateral transfer or internal promotion, must be advertised publicly and posted in the central office of PLP.
- D. Definitions**
 - 1. *Regular Position.* A position that entails at least twenty hours per week for a period of at least four and one-half (4½) continuous months.
 - 2. *Internal Recruitment.* Recruitment only within PLP.
 - 3. *Open Recruitment.* Recruitment for a position in the open job market, either at the local, regional, or national level.
 - 4. *Lateral Transfer.* A move from one budgetary unit to another budgetary unit at the same salary rate and remaining in the same job classification.
 - 5. *Promotion.* An evaluation of the qualifications and advancement of an individual involving a change of classification within or between budgetary units that may or may not involve a salary increase.
- E. Responsibilities**
 - 1. The applicant is responsible for ensuring a complete application packet is submitted to the Sites Coordinator when applying for a vacant position.
 - 2. The Sites Coordinator is responsible for screening applicants and making recommendations to the Personnel Committee.
 - 3. The Personnel Committee is responsible for complying with all applicable laws and regulations when interviewing and selecting the best qualified candidate amongst the approved applicant pool.
 - 4. The Personnel Committee is responsible for verifying that the selected individual meets all employment eligibility criteria as outlined by Federal Government regulations and applicable grant requirements.



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F. Procedures

1. Authorization to Post a Vacant Position given by Personnel Committee.
2. Vacant Position Announcement - information that must be included in the advertisement consists of: position title, agency name, duties, salary or salary range, minimum required qualifications, including education, experience, specialized skills, preferred qualifications, the closing date for receipt of applications, and the length of appointment, where applicable.
3. Job Postings
 - a. Open Recruitment. The job announcement will be advertised in a local publication at the discretion of the Board of Directors. The minimum amount of time that a position can be posted will be three (3) business days.
 - b. Internal Recruitment. For internal vacancies, it is recommended that PLP post the available position(s) on bulletin boards for a minimum of three (3) days.
4. Application Process
 - a. The Sites Coordinator will develop a comprehensive applicant pool for consideration in order to fill any vacant position.
 - b. Applicants will not become a part of the official applicant pool unless they submit a complete application packet in response to a specific advertised vacant position by the closing date listed on the job posting announcement. Evidence of the required qualifications must be submitted to the Sites Coordinator along with the application packet. Incomplete application packets will not be considered for selection until the required information is provided by the applicant.
 - c. A regular employee of PLP interested in transfer opportunities must submit an application to the Sites Coordinator for consideration to the applicant pool for any posted vacant position.
 - d. The Personnel Committee will screen all applications for compliance with the minimum required specifications of the position announcement. The applications that meet all required criteria will then be forwarded to the Board of Directors to begin the selection process.
5. Interview and Selection Process
 - a. Open Recruitment
 1. To ensure a consistent and comparable assessment of all candidates, the selection criteria shall be applied objectively and uniformly to all applicants. The Personnel Committee is responsible for selecting applicants to be interviewed.
 2. Conscientious effort should be made by Personnel Committee or his/her designee to check references provided by the applicants.
 - b. Promotions
 1. The Personnel Committee shall review all current employees to determine possible candidates for promotion. To be considered for promotion, an employee must meet the official job description



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- requirements for the specific job classification. The best qualified candidate shall be selected for promotion.
2. Prior to extending an offer of promotion to an employee, Personnel Committee verifies the recommended employee meets the qualifications for the classification being promoted to.
 6. Special Accommodations - If an applicant inquires about or requests special accommodation for a disability or medical condition, the Personnel Committee must contact the EEO Officer at the Texas Workforce Commission to coordinate a response to the request or inquiry.
 7. Extending an Offer of Employment
 - a. Applicants not selected for a position will be notified by the Personnel Committee or his/her designee.
 - b. All appointments are subject to Personnel Committee approval and applicable state and federal laws.
 - c. The Sites Coordinator extends the offer of employment to the approved candidate after conducting a background check.
 8. Employment of Foreign Citizens - Foreign citizens may be employed at PLP if they have been issued appropriate visa status and work permit by the federal government. Their employment is subject to security restrictions applicable to certain federal contract or grant funded activities. The Personnel Committee is responsible for compliance with the Immigration Reform and Control Act. PLP cannot employ individuals that are unable to provide appropriate governmental permission to work in the United States.
 9. Employment Verification - Employment eligibility of any person hired at PLP must be verified through the Personnel Committee. Individuals may not allow prospective employees to begin work without having received prior approval from the Personnel Committee.
- G. Review** - This policy shall be reviewed every five years or as legislation requires by the Board of Directors.