

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 4.1 THROUGH 4.7	Page 1 of 2
	SUPERSEDES: September 16, 2013	DATE ISSUED: August 10, 2021
SUBJECT: Recruitment	AUTHORIZATION: Adopted by the Board of Supervisors August 10, 2021; to become effective immediately.	

4.1 General Provisions

The goal of the Prince George County Board of Supervisors is to recruit and select qualified individuals without regard to race, color, religion, national origin, sex, marital status, age, physical or mental handicap, or any other basis prohibited by law.

The County shall give consideration to internal promotion and affirmative recruitment, though all prospective candidates shall be evaluated comparably.

4.2 Job Vacancies

All vacancies in the County's Position Classification and Pay Plan shall be filled by recruitment, promotion, demotion, or transfer.

4.3 Notice of Vacancy

When a vacancy occurs within a department, the Department Director shall notify the County Administrator and request a replacement to fill the position. The County Administrator's approval is required prior to notice of vacancy being issued. By requesting that a position be filled, the Department Director is certifying the availability of funding for the position.

4.4 Sources of Recruitment

When a vacancy is to be filled by recruitment, the Department Director or his/her designee, in conjunction with the Department of Human Resources, shall take the following steps to fill the vacant position:

1. Review and consider active applications on file with the County, and
2. Advertise the position on the County's and/or other's websites, Virginia Association of Counties, Virginia Employment Commission, Virginia Municipal League (VML) and through other means as appropriate to notify qualified applicants of the vacant position.

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Applications for previous recruitments may be available for consideration in accordance with Section 5.11.

Nothing in this procedure shall be construed as to prevent any current employees from applying for an openly recruited position.

Any recruitment procedures not set forth in this procedure must be approved by the Director of Human Resources prior to advertisement of the vacancy.

4.5 Employment Services - Prohibition

The County shall not pay placement fees to employment services or place orders with commercial employment services where the County may become responsible for placement fees.

4.6 Recruitment Area

Individuals shall be recruited from a geographic area as wide as is necessary to assume obtaining qualified candidates for the various types of positions.

4.7 Exception to Normal Sources of Recruitment

Upon approval by County Administration, a vacancy may be filled by advertising through internal job posting for part-time temporary, part-time regular or full-time regular employees.