

## **Employee-Supportive**

# **HR Revises Recruitment, Selection Policy to Include Morale Report Recommendations**

(September 14) MTA Human Resources is issuing a revised Recruitment and Selection Policy that incorporates employee-supportive recommendations developed in response to the Morale Report.

Highlighted among the changes reflected in the policy, HR 3-1, is a provision that expands the time a job candidate may remain in a Qualified Candidate Pool (QCP) from six months to 18 months before he or she must reapply or be retested for the position.

## **Interviews Required**

The hiring department must interview all QCP candidates and lateral transfer candidates who meet the "ideal candidate profile" established by the hiring department and the HR analyst at the beginning of the recruitment process.

"We think this is an employee and management supportive policy," said Ray Inge, Executive Officer of Human Resources. He noted that policy recommendations were developed by the Coopers & Lybrand Work Process Improvement Team, the Human Asset Management Workout Team, and the Employee Morale Task Force.

"I think it is a fair policy that will give employees more opportunity for advancement," said Naomi Nightingale, Director of Human Resources. She encouraged employees to apply for all job postings for which they meet the minimum qualifications in order to be included in a QCP.

## **"At-Will" Positions Limited**

Another important addition limits direct appointments to "at-will" positions at the department head level and above. In order to move to a different position, at-will employees must compete in the normal recruitment and selection process.

The policy also requires that acting appointments be made from a QCP. If none exists, HR must begin a priority recruitment to establish a QCP. According to the policy, acting appointments should be temporary, not to exceed six months, and the practice should be kept to a minimum.

## **Other Important Policy Features**

Other noteworthy features of the revised Recruitment and Selection Policy include these provisions:

- Lateral transfer opportunities must be posted for at least seven working days.
- Temporary employees with six months of continuous service may apply for internal postings.
- Regular employees who have not completed their initial probationary period may apply for internal postings, but won't be certified for hiring department interviews until they complete the probationary period.
- The hiring department's interviews with job candidates may be conducted simultaneously with HR interviews as a means of expediting the selection process.
- Trainee underfill appointments enable departments to underfill higher level budgeted positions for training purposes.

The revised policy will be effective immediately.

Click here [MTA POLICY #HR 3-1](#) to review document.

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