



## Recruiting and Selection Policy

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### **1. Purpose**

The purpose of this policy is to govern the Recruiting and Selection of employees for Buncombe County Government (“the County.”) Buncombe County Government is committed to attracting, selecting and retaining a well-qualified workforce that encourages varied representation at all occupational levels. This policy provides a framework for County Hiring Managers, supervisors, and employees to navigate the recruiting and selection process. This policy will promote fairness, transparency, and compliance with laws and regulations.

### **2. Applicability**

This policy applies to all Buncombe County departments and employees unless there is a conflict with GS 153A-103 related to hiring, discharging, and supervising employees. Such exclusion is noted at the end of this policy. Otherwise, departments may adopt and enforce policies that are more restrictive than County Policy.

### **3. Policy**

Hiring qualified individuals to fill positions contributes to the County’s ability to fulfill its mission to be an organization that is responsive to the needs of our community. Each employee contributes to the County by performing assigned duties and conducting themselves in accordance with the County’s Core Values and Employee Code of Conduct.

#### **3.1. Statement of Equal Employment Opportunity**

- 3.1.1. Buncombe County is committed to the principles of equal employment opportunity.
- 3.1.2. It is the practice of the County to maintain a systematic, and consistent recruiting program, to promote equal employment opportunities, and to identify and attract qualified applicants from all different backgrounds for employment with the County.
- 3.1.3. All practices and employment decisions regarding recruiting, selection, assignment, promotion, and compensation will be in compliance with the County’s Ordinance Prohibiting Discrimination and will be aligned with the County’s Core Values.
- 3.1.4. Any person with concerns regarding the hiring process should contact a County recruiter or the Human Resources Director.

#### **3.2. Position Vacancy Announcements**

- 3.2.1. Approved and budgeted vacant positions are authorized for filling or refilling based on business need.
- 3.2.2. Hiring Managers can choose to post a position vacancy either internally only or both internally and externally and are encouraged to announce vacancies within existing departmental communication channels.
- 3.2.3. Positions that are posted only internally will be posted for a minimum of five (5) business days on the internal County jobs website.
- 3.2.4. Positions that are posted both internally and externally will be posted for a minimum of ten (10) business days. County recruiters can extend a posting at any time, with notice from the supervisor.
- 3.2.5. Position vacancies will contain, at a minimum:
  - 3.2.5.1. The position business title
  - 3.2.5.2. The salary hiring range
  - 3.2.5.3. Time type (Full- or Part-Time) and worker sub-type (regular or grant)
  - 3.2.5.4. Work location (In Office, Remote, or Hybrid)
  - 3.2.5.5. The closing date of the posting
  - 3.2.5.6. A summary of the job description
  - 3.2.5.7. A statement of equal employment opportunity
- 3.2.6. A job posting is not required when the Human Resources Director, or designee, determines that the County will not openly recruit. The decision must be based upon a bona fide business need and supported by the department director. Employees filling these positions are required to meet the minimum qualifications of the position.
- 3.2.7. The position of Internal Audit Department Director will not be filled without a recommendation by majority vote of the County's Audit Committee. If a majority of the Audit Committee votes in favor of the selection of a candidate for the position, then such a recommendation must be considered by the Board of Commissioners for final approval.

### **3.3. Recruiting or Search Firms**

- 3.3.1. At the discretion of the County Manager, the County may use recruiting or search firms to help fill vacant positions, and the County may pay firms for those services.

### **3.4. Application Submission**

- 3.4.1. An online application is the standard application accepted for all position listings.
- 3.4.2. A resume will not be accepted in lieu of a completed application.
- 3.4.3. Applications are accepted for currently posted positions only.
- 3.4.4. A separate application must be submitted for each position.
- 3.4.5. Human Resources will offer reasonable accommodation to any candidate who needs assistance in completing an application.
- 3.4.6. Applications are logged according to job classification and remain in active status for six months. Applications that are older than six months will be ineligible for interview or hire and the candidate must reapply for the position.

### **3.5. Internal Applicants**

- 3.5.1. Internal applicants are encouraged to apply for vacant positions. A standard internal application must be submitted during the recruiting period

- 3.5.2. Employees who accept a new internal position in another department are required to provide a minimum of fourteen (14) calendar days' notice to their current department, unless both the current department and the receiving department agree upon a different timeline.

### **3.6. Qualification Standards**

- 3.6.1. All applicants are considered based on the relevant education and experience listed in their application for the position.
- 3.6.2. Applicants must meet the minimum qualifications established in the position's job description with or without accommodation.
- 3.6.3. Applicants must also meet other minimum standards as to character, aptitude, and alignment with the County's Core Values as assessed via their application and interview process.
- 3.6.4. If the posting period has ended, and the candidate pool does not have any qualified candidates, the Hiring Manager may be granted permission by the Human Resources Director to repost the position at a "Trainee" level. (See Employee Pay Policy).
  - 3.6.4.1. Trainee status is only possible for positions which are not on a Career Progression Plan.
  - 3.6.4.2. Hiring for this new Trainee position will be considered a separate, standalone hiring process and will require a new job post.

### **3.7. Interview**

- 3.7.1. Buncombe County will utilize objective and fair standardized interview questions that are reviewed for legal compliance and job-relatedness for all candidates.
- 3.7.2. Interview panels of at least three individuals will be utilized to conduct candidate interviews with a minimum of one round of interviews.
- 3.7.3. Human Resources will offer reasonable accommodation to any candidate who needs assistance with the interview process.
- 3.7.4. The purpose of the interview is to assess a candidate's skills and fit for the position via asking approved interview questions in a structured meeting.
- 3.7.5. Interviews will be conducted via phone call, virtual video meeting, or in-person meeting.
- 3.7.6. Interviews should either all be conducted virtually or in-person so that each candidate has the same interview experience. Any exceptions to this rule must be approved by the Recruiting Manager.
- 3.7.7. Assessment tools may be used for all applicants.
- 3.7.8. A minimum of three qualified applicants will be interviewed for each position.
- 3.7.9. Buncombe County will provide interview reimbursement for positions at the Director-level and above if the candidate is traveling from a location more than 2 hours away.
  - 3.7.9.1. Reimbursement will be applicable for mileage driven or economy flights, and a one-night hotel stay.
- 3.7.10. Interview will have a set time limit, and all candidates will have the same amount of time for their interviews.

### **3.8. Compensation**

This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be verified with the electronic file version prior to use. For support related to this policy and procedures, contact the Human Resources Department.

- 3.8.1. The Human Resources Department will determine the pay rate for the selected candidate in accordance with the Employee Pay Policy.
- 3.8.2. If there are any questions regarding the relevance of a degree(s) or the applicability of a candidate's experience, HR will collaborate with the Hiring Department to provide clarification.
- 3.8.3. Human Resources is not authorized to negotiate candidate pay; this authority rests with the County Manager, who reserves the sole right to negotiate candidate offers.

### **3.9. Offer**

- 3.9.1. The Hiring Manager will make the decision as to which candidate(s) moves forward in the offer process subject to the approval of the Department Director, Human Resources Director, and the County Manager.
- 3.9.2. Only Human Resources is authorized to make employment offers to candidates. Hiring Managers (or their designees) are not authorized to make employment offers to candidates.
- 3.9.3. The County reserves the right to rescind employment if pre-employment screening results are not favorable after an offer is made.

### **3.10. Hire**

- 3.10.1. Positions at a director level and above are eligible for relocation assistance.
- 3.10.2. In accordance with the Equal Employment Opportunity Commission (EEO) regulations, a specific reason for non-selection of a candidate must be documented in the Human Resources Information System (HRIS) for every candidate who was not selected.

### **3.11. Background, Employment, and Education Records Check**

- 3.11.1. The finalist for a position will be asked for information so that a full and complete disclosure of records pertaining to the applicant's education, previous employment experience, and criminal record may be verified.
- 3.11.2. Applicants may be drug screened per the Drug-Free Workplace Policy. Any additional checks or verifications that are required by the department must be completed according to the department's policies or applicable laws.
- 3.11.3. The existence of a criminal record does not automatically disqualify a candidate from consideration. The Human Resources Director and the Department Director (if applicable) evaluate background check results.

### **3.12. Onboarding**

- 3.12.1. New hires will start work on a New Employee Orientation (NEO) date determined by County recruiters with the approval of the Hiring Manager. This allows for time to get each new hire's computer and system access ready.
- 3.12.2. During NEO employees will obtain their login credentials, an identification badge, technology access, and access to appropriate County buildings and parking decks.
- 3.12.3. The employees will receive an overall orientation about organizational values and policies.
- 3.12.4. Current employees who have not attended a NEO in the last 12 months and do not receive benefits but are moving into a position which does receive benefits must attend the entire NEO. If they have attended a NEO within the past 12 months, they

are only required to attend the benefits portion to learn about the benefits they will start to receive.

#### 4. Policy Non-Compliance

Employees willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

#### 5. Audit

All policies for Buncombe County may be subject to audit or review as outlined in the [Internal Auditor's Statement](#).

#### 6. Definitions

- 6.1. **Interview:** An interview consists of a scheduled appointment with a candidate and an Interview Panel. The purpose of the interview is to assess candidates' skills and fit for the position via asking approved interview questions in a structured meeting.
- 6.2. **Job Description:** Job descriptions are essential for the recruiting and placement of candidates, and all job opportunities should have clearly written descriptions. Job descriptions provide candidates with a clear explanation of expectations and obligations.
- 6.3. **Recruiting:** The process of locating candidates who have the skills and interests to fill employment opportunities within the County.
- 6.4. **Reduction in Force:** An involuntary separation due to reduction in force is when an employee's position is eliminated due to lack of work, funding, organizational restructuring, or reorganization.

#### 7. Approval and Revision History

Policy Origination Date:	May 6, 2025
Requires Board Approval:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Board Approval Date:	Click or tap to enter a date.
Policy Exclusions:	Buncombe County Sheriff's Office
Revision History:	

#### 8. Background

Prior to April 2025, the Recruitment and Selection policy existed in the Buncombe County Personnel Ordinance. That language has now been removed and the content lives within this policy document.