

 Metro | *Policies and procedures*

**Subject** Recruitment and Appointment  
**Section** Human Resources  
**Approved by** Office of the Executive

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**EXCERPT FROM EXECUTIVE ORDER 88 (2005)**

*Policy is under review. Numbering has been changed from original manual; content is from former Section 13, E.O. 88 (2005).*

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**RECRUITMENT AND APPOINTMENT**

**UPDATED IN PART** – See Probation policy (Dec. 2012)

1. All promotions and appointments to vacancies shall be based on the requirements of the position and organizational and operational needs.
2. **Internal Recruitments.** A regular employee ~~who has successfully completed his/her initial probationary period~~ may apply for vacant positions and will be considered as an internal applicant. Temporary employees must have completed a competitive recruitment and selection process through the office of human resources to be considered as an internal applicant. All applications will be considered without prejudice to their present positions. Regular, regular part time and temporary employees who apply will be given first consideration in filling a vacant position. Notice of internal recruitment shall be posted not less than five working days to allow for receipt of applications.
3. **General Recruitment.** If the vacancy is not filled as a result of internal recruitment, recruitment outside the agency will commence. The period of general recruitment shall be not less than 10 working days to allow for receipt of applications.