



# Recruitment Program

Section: 1.430  
Effective Date: March 30, 2011  
Amended: January 21, 2021

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## **1.430 Recruitment Program**

### **1.430.02 Implementation of Recruitment Program**

- A. The agency, in conjunction with University Human Resources (HR), maintains a recruitment program designed to fill actual or forecasted vacancies, using lists of qualified applicants.
- B. The recruitment program has an operational goal, being the hiring of ethnic and female employees in the sworn ranks in approximate proportion to the makeup of the available work force in the agency's service community.
- C. In lieu of attaining all operational recruitment program goals, the agency actively participates in the University System's Affirmative Action and Equal Employment Opportunity plans. The director of HR maintains university objectives for these programs. The objectives include, but are not limited to:
  - 1. Statements of objectives;
  - 2. Plans of action designed to achieve identified objectives;
  - 3. Procedures to evaluate the progress toward objectives every three years and revise/reissue the plan annually.

### **1.430.04 Recruitment Program Administrative Responsibilities**

- A. The agency's recruitment related activities include, but are not limited to:
  - 1. Liaison with HR to obtain information, and current innovation in their recruiting activities;
  - 2. Identifying recruitment needs within the agency;
  - 3. Coordinate recruitment goals and activities with HR;
  - 4. Implementing recruitment program activities within the agency;
  - 5. Evaluating and analyzing recruiting activities (annually); and
  - 6. Recommending and implementing improvements in recruitment efforts.

### **1.430.06 Recruitment Program Operational Responsibilities**

- A. The Office of the Captain is responsible for overseeing the operations of the agency's formal recruitment activities.
- B. Operational duties of the recruitment program include, but are not limited to:
  - 1. Coordinating recruitment activities with the Lieutenant;
  - 2. Ensuring employees conducting formal recruiting activities are appropriately trained;
  - 3. Working with HR to ensure police officer job announcements and filing deadlines, through HR, are advertised in electronic, print, or other media as necessary to inform targeted applicants of actual or forecasted job vacancies;
  - 4. Ensuring job announcements are posted with community service organizations; and
  - 5. Working with HR in seeking cooperative recruiting assistance from community organizations and key leaders.
- C. The agency's job announcements and recruitment notices:
  - 1. Describe the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements;
  - 2. State that the University of Baltimore is an Equal Opportunity Employer; and
  - 3. State any official application filing deadlines.

**1.430.08 Agency Personnel Involvement in Recruitment**

- A. All agency personnel are encouraged to assist in the recruitment of qualified applicants for positions with the agency and to refer potentially qualified applicants to HR for consideration.
- B. The agency does not assign employees to full-time recruitment activities, but utilizes employees to assist in conducting formalized recruiting activities (interviews).
- C. Agency personnel assigned to formalized recruitment activities will be trained in personnel matters that may include, but are not limited to:
  - 1. Recruitment needs and commitments;
  - 2. Career opportunities;
  - 3. Salaries, benefits, and training;
  - 4. Federal and state compliance guidelines;
  - 5. Cultural awareness;
  - 6. Equal opportunity matters as they effect the management and operations of the agency;
  - 7. Applicant tracking and selection processes;
  - 8. Characteristics that disqualify candidates; and
  - 9. Medical requirements and ADA issues.
- D. Recruitment program training will be provided by the University's HR and/or other available programs or seminars.