

1.430 RECRUITMENT PROGRAM

1.430.05 Implementation of Recruitment Program

- A. The agency, in conjunction with University Human Resources, maintains an active recruitment program designed to fill actual or forecasted vacancies utilizing lists of qualified applicants.
- B. The agency's recruitment program has as an operational goal 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 University Human Resources maintains university objectives for these programs. The objectives include, but are not limited to:
 - 1. Statements of objectives; and
 - 2. Plans of action designed to achieve identified objectives.
- D. The Training and Personnel Unit shall conduct an annual analysis of the recruitment plan that documents progress made toward objectives and revisions as needed. This analysis should include recruitment information for hiring processes (i.e. number of applicants and number of hires).

1.430.10 Recruitment Program Administrative Responsibilities

- A. The agency's recruitment program is organizationally coordinated and assigned consistent with **1.200 Organization**.
- B. The recruitment related activities include, but are not limited to:
 - 1. Providing liaison to University Human Resources in order to obtain expertise and innovation in recruiting activities;
 - 2. Identifying recruitment needs within the agency;
 - 3. Coordinating recruitment goals and activities with University Human Resources;
 - 4. Implementing recruitment program activities within the agency;
 - 5. Evaluating and assessing recruiting activities; and
 - 6. Recommending and implementing improvements in recruitment efforts.

1.430.15 Recruitment Program Operational Responsibilities

- A. The Support Services Bureau is responsible for supervising 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 appropriate bureau commander;
 - 2. Assigning recruitment activities to agency personnel;
 - 3. Ensuring employees conducting formal recruiting activities are appropriately trained;
 - 4. Ensuring police officer job announcements and filing deadlines are advertised in electronic, print, or other media as necessary to inform targeted applicants of actual or forecasted job vacancies;
 - 5. Ensuring job announcements are posted with community service organizations; and
 - 6. 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 Maryland is an Equal Opportunity Employer; and
 - 3. State any official application filing deadlines.

1.430.20 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 the Support Services Bureau for consideration.
- B. The agency does not assign employees to full-time recruitment activities, but utilizes many employees to assist in conducting formalized recruiting activities.
- 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 Support Services Bureau, University Human Resources, and/or other available programs or seminars.