



## EMPLOYMENT PRACTICES

### 02.02.06 Job Posting

PCCLD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills, competencies, education and experience. Notices of all job openings are posted internally and may also be posted externally. Job openings are placed on PCCLD's website and accessed through the Employee Portal Intranet. Job openings normally remain open for a minimum of 7 calendar days. Each job posting notice generally includes the dates of the posting period, job title, department, location, pay range and any additional compensation, benefits, job summary and qualifications (required skills and abilities.)

To be considered for a posted job, an employee must be in good standing in their current position, meaning that they do not have a performance counseling on record for the prior one year and they possess the education, experience, knowledge and skills required for the job. Employees are encouraged to discuss their career goals with their Manager and Human Resources.

Employees who are interested in a job opening are encouraged to apply. Employees should notify their Managers when they have applied for another job within the organization. Selection for interviews will be based on a number of factors including, but not limited to, the employee's good standing, performance, qualifications, length of time in current position, length of employment and other relevant factors.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Manager. Other recruiting sources may also be used concurrently to fill open positions in the best interest of PCCLD.