



## **BCF HIRING PROCEDURES:**

To ensure compliance with requirements set forth by the Office of Federal Contracts Compliance Programs (OFCCP) for EEO requirements, applicant tracking, management, and recordkeeping, BCF has established procedures that **must** be followed to hire a new employee.

- The Hiring Manager or designee completes the Employee Requisition Form for the position to be filled and forwards the completed form to Human Resources. The position will be posted on the BCF website for 3-days and is cross-posted to compliance job boards and external job boards.
- Applicants submit an expression of interest in employment by submitting a completed online BCF Employment Application.
- After the interview, if an applicant is found for employment, the Hiring Manager or designee will extend an Offer of Employment Letter to the applicant.
- Before the date of hire, the new employee must complete the new hire forms in the onboarding system. For contracts that require pre-employment assessments, those assessments must be completed before the date of hire.
- The Hiring Manager or designee maintains a list of those applying for the position and forwards dispositions of applicants to Human Resources.

### Common Dispositions:

1. Hired
2. Declined Interview
3. Declined Offer
4. Others better qualified – Education
5. Others better qualified – Experience
6. Others better qualified – Interview Skills
7. Does not meet basic qualifications – Education
8. Does not meet basic qualifications – Experience
9. Does not meet basic qualifications – U.S. Citizenship
10. Withdrew: Voluntarily from consideration
11. Withdrew: Unwilling to meet job conditions – Salary
12. Withdrew: Unwilling to meet job conditions – Location
13. Withdrew: Did not show for interview
14. Withdrew: Did not return phone call/email

**Please note:** BCF cannot decide what is best for an applicant (e.g., “too expensive”, “overqualified”, “unreasonable commute”) and exclude them from consideration if they meet the basic requirements.