

## 412 - POSTING OF OPEN POSITIONS

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**Section 412.01  
Policy and Purpose**

It is the policy of Fort Bend County to post all open positions. Working with Human Resources, departments will determine the best method of posting for an available position:

- Internal departmental posting
- Internal County-wide posting
- External Posting

Internal departmental and Internal County-wide postings are intended to offer promotional opportunities to qualified employees. Fort Bend County encourages current employees to progress to higher level positions within the county. Internal postings allow current employees opportunities for advancement and utilization of their skills, education and on-the-job experience. Fort Bend County also recognizes that the rapid development and changing demographics of the County creates an opportunity to bring individuals with new skills and experience into the applicant pool. External postings allow Fort Bend County to develop a broad base of qualified applicants.

**Section 412.02  
Posting**

Each department will begin the process of posting an open position for the appropriate length of time as specified in Sections 412.03 through 412.05 by notifying the Human Resources Department of the availability of the position. Human Resources will post the position by summarizing the job description and notifying employees within the hiring department, all current County employees and/or the general public that a position is available and applications are being accepted.

**Section 412.03  
Internal Departmental  
Postings for Full-Time  
Positions**

Internal Departmental Postings are notices for open positions within a hiring department. Postings in this category must appear for at least 3 business days in an area frequented and accessible by all department employees.

**Section 412.04  
Internal County-wide  
Postings for Full-Time  
Positions**

Internal County-wide Postings are notices for open positions that are available to all County employees, including the employees of the hiring department. Postings in this category must appear on the Fort Bend County Internet/Intranet job board for at least 5 business days for all County employees to view.

Current employees may complete the *Fort Bend County Employee Job Application* form available on the internet or by contacting Human Resources.

**Section 412.05  
External Postings for  
Full-time Positions**

External postings are notices for positions open to all County employees and to the general public. Postings in this category must appear on the Fort Bend County Internet/Intranet job board for a minimum of 10 business days.

Current employees may apply for external positions by completing the *Fort Bend County Employee Job Application* form available on the internet or by contacting Human Resources. External applicants must complete an on-line job application accessible from the County website: [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs).

**Section 412.06  
Temporary and Part-  
time positions**

Postings for temporary and part-time positions may appear internally or externally as determined by the department head. Human Resources will post the position by summarizing the job's requirements and making it available to current County employees or the general public as appropriate. All openings for temporary and part-time positions should be posted for a minimum of three business days.

Certain temporary and part-time clerical and library positions may be staffed by a third party staffing vendor. Departments may contact Human Resources for more information on the current vendor and the procedures for utilizing their services.

**Section 412.07  
Posting Availability**

The Human Resources Department will make the job posting available to current County employees and the general public through the County website, advertising on the Human Resources Bulletin Board, and other recruiting resources. If the department wishes to recruit through targeted recruitment methods, the Human Resources Department will facilitate the creation and placement of the advertisement. Advertisement includes, but is not limited to, newspapers, professional journals, associations, selected networks, and internet job boards.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
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