


HB-116	Employee Handbook			
	<p style="text-align: center;">Cumberland Road Fire Department Inc.</p>		Approved By	
			Steven Parrish, Fire Chief	
<p style="text-align: center;">Job Posting</p>			Effective Date	Revised Date
			7-21-1999	

Job Posting

Cumberland Road Fire Department provides employees an opportunity to indicate their interest in open positions and advance within the Organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Cumberland Road Fire Department reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and in the email system, and normally remain open for 30 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.


To apply for an open position, employees should submit a job posting application to the Administrative Officer listing job-related skills and accomplishments. It should also describe how their current experience with Cumberland Road Fire Department and prior work experience and/or education qualifies them for the position.

Cumberland Road Fire Department recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the Organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

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 to fill open positions in the best interest of the Organization.

Cumberland Road Fire Department also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of the Organization, and not make commitments or oral promises of employment.

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An employee should submit the referral's resume and/or completed application form to the Administrative Officer for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.