



HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
 Denton Johnson Center 400 Ruffel Str. **(ADJUSTED LOCATION)**
AUGUST 15, 2024, AT 6:30 PM
Cover Sheet

***NOTE** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)*

ITEM TITLE: Presentation on the Town’s Hiring Policy and Practices.
 (Administration)

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION		Department: ADMINISTRATION
CONSENT AGENDA		Exhibits: • N/A
NEW BUSINESS		
ADMINISTRATIVE		
CRA DISCUSSION (PRESENTATION)	YES	

REQUEST: Presentation/Discussion of the Town’s Hiring Policy and Practices.

SUMMARY: The TOECRA Board of Directors desires to learn and understand the Town of Eatonville’s current Hiring Policy and Practices. A presentation will be presented by Nichole Washington and will cover the following:

- **Recruitment and Sourcing:** Discuss the platforms used to attract candidates, such as job postings, social media, and employee referrals.
- **Candidate Screening and Selection:** Explain how to review resumes, conduct initial assessments, and create a shortlist of candidates.
- **Interviewing:** Describe different interview formats (e.g., in-person, virtual), effective question types, and evaluation criteria.
- **Conclusion:** Summarize the key steps in the hiring process and emphasize the importance of a well-structured recruitment strategy.

RECOMMENDATION: Staff is recommending the Board of Directors hear and discuss the Town’s Hiring Policy and Practices.

FISCAL & EFFICIENCY DATA: None.