



TOWN OF HILLSBOROUGH

PERSONNEL POLICY

POLICY 104

LAST REVISED 8/1/08

SUBJECT: HIRING PROCESS

PURPOSE: To establish a policy and procedure for all phases of the hiring process.

STATEMENT OF POLICY:

The City Manager's office will administer and coordinate the hiring process for allocated position vacancies to ensure compliance with contractual, legal and equal opportunity requirements.

The following procedures will be adhered to by all Departments in announcing allocated position vacancies. In cases where these procedures contradict existing MOU's, the applicable provisions of the MOU's shall prevail.

Recruitment Announcements

Departments will notify the City Manager or his or her designee when it is known that a position has been vacated or a position vacancy is anticipated.

The affected Department may be asked to assist the City Manager's Office in determining whether to accept in-house candidate applications only or whether outside candidates will be considered for employment. The City Manager's Office will distribute to all Town Departments copies of the job announcement for posting for a minimum of five working days before the closing date.

The City Manager may open continuous recruitments for certain positions to maintain a viable candidate pool.

Applications

Applications shall be submitted to Human Resources using Town approved forms during open recruitment periods.

If the City Manager or his/her designee determines that there are an insufficient number of qualified candidates at the closing date, the filing period may be extended. Except in the event of a continuous recruitment, applications will not be accepted after the published recruitment closing date.

Disqualification

Applicants may be disqualified for consideration when any of the following facts exist:

- They do not possess the qualifications, certifications or license necessary for the position
- They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or resulting from a reference check
- They have made false statements or practiced deception in their application form, other employment documents or during the interview and hiring process
- The application form is incomplete
- Applicant is a current user of illegal drugs
- Applicant has been convicted of a misdemeanor or felony crime that relates to the position's duties or a crime of moral turpitude

Screening

The City Manager's Office will review all application packages received to determine which individuals possess the qualifications and background that best meet the position requirements and job-related criteria.

The number of applicants to be considered for further testing shall be determined by the City Manager to ensure a timely and economical recruitment process.

Selection Process

The selection process may consist of an oral interview, application review, a structured questionnaire, practical tests, written tests or assessment center, etc. In all cases, the testing will be job-related and designed to determine the candidate's knowledge, skills and abilities to perform the duties of the position.

The examination process is developed by the City Manager's Office with assistance provided by the affected Department. Examination contents are confidential. In certain situations, outside consultants may be contracted to assist with test development. The testing process will be administered by the City Manager's Office unless otherwise delegated to the affected department.

Interview Process

Interviews may be a part of the selection process. The primary function of the interview is to obtain data or other information relating to the candidate, including the candidate's knowledge level, skills and abilities that are not available through a review of the application or other testing processes.

The City Manager or his or her designee shall coordinate the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc.

Panel members are informed of the responsibilities and requirements of the position to be staffed. Copies of the applications of candidates will also be provided to the

interview panel members at the interview, along with proposed interview questions. A representative of the City Manager's Office or hiring department will meet with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.

Each rater scores the candidates independently.

Department Heads may select any candidate on the list for further interviews.

Reference Check

A reference check shall be completed before an offer of employment is extended to a candidate. The reference check includes, but is not limited to, verification of employment duties, dates of employment, work record, strengths, weaknesses, safety record and other pertinent information as appropriate for the position. All or parts of the reference check may be delegated to the affected Department. Results of the reference check and/or background check will help determine the applicant's fitness for the position.

A recommendation for hire will be forwarded to the City Manager or City Council for final approval to extend an offer.

Physical Examination

As a condition of appointment, a candidate will be required to complete a physical examination in order to obtain a professional medical opinion as to the candidate's ability to perform the essential duties of the position for which he or she is being considered. As required by law, the Town will provide necessary and reasonable accommodations.

Appointment

Offers of employment may only be extended after the City Manager or City Council has approved in writing the appointment of the candidate.

Applicant Expenses

Unless approved by the City Manager or City Council in writing, the Town does not reimburse any applicant for travel costs in conjunction with the hiring process.

Relocation costs are paid in full by the employee unless otherwise budgeted and approved by the City Manager or City Council.

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