

CITY OF COMMERCE ADMINISTRATIVE POLICIES

HIRING PROCESS

1.0 PURPOSE

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

2.0 POLICY

2.1 The Department of Human Resources will administer and coordinate the hiring process for all position vacancies to ensure compliance with legal and equal opportunity requirements. All hiring efforts are conducted in the spirit of equal opportunity.

2.2 All departments in the hiring process will adhere to procedures.

3.0 RECRUITMENT

3.1 The Department of Human Resources will be notified immediately of all position vacancies.

3.2 The City Manager, or his designated representative, will approve of all open positions.

3.3 The affected department may be asked to assist in formulating the job announcement, ads and in determining special applicant sources.

3.4 A determination will be made by the affected department, with the assistance of the Human Resource Department whether to accept in-house candidate applications only or whether outside candidates will be considered for employment also.

3.5 Ads for local newspapers, trade publications and professional journals will be developed and placed by the Human Resource Department with assistance provided by the affected department.

3.6 The Human Resource Department will provide to all City Departments copies of the job announcement for posting if special certifications are not required for the position.

3.7 The City does not, under normal circumstances, use the services of any

private employment agency, either employer or employee paid.

- 3.8 Applications will be submitted to the Human Resource Department using the City application. When the position being recruited is of a professional nature, the Human Resource Department may allow a resume to substitute for the City application provided all information required on the application is obtained from those who are interviewed for the job.
- 3.9 In-house candidates interested in applying for another position within the City should follow the same procedures as other candidates.
- 3.10 No applications for a position will be accepted after the published closing and/or receipt date. If there are not sufficient qualified candidates at the closing date, the position will be reopened and re-advertised.
- 3.11 The Human Resource Department will keep a list of names and addresses of all candidates for each position and on the closing date will note the number of applicants, sign and date the list. No additional applications can be added.
- 3.12 The Department Head will screen all applications received to determine qualifications for the position to be filled.
- 3.13 Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - (A) They do not possess the qualifications for the job.
 - (B) They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - (C) They have made false statements of any material facts or practiced deception in their application.
 - (D) They are physically, mentally or otherwise unable to perform the duties of the position.
 - (E) The applicant is not within the legal age limits prescribed by law.
- 3.14 An interview board, if necessary, should be selected after the Department Head has chosen candidates to be interviewed.

- 3.15 The Human Resource Department will call applicants and set up interview times.

4.0 TESTING

- 4.1 Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required and resources available.
- 4.2 The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercise or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.
- 4.3 The affected department will administer the testing process unless assistance is requested from the Human Resource Department.
- 4.4 The Human Resource Department will ensure that reasonable accommodations are made in test procedures to ensure that persons with disabilities can be treated in an appropriate manner.
- 4.5 Physical tests may be required for some positions. In all cases, the testing will be job related and designed to determine the candidate's abilities for the position.

5.0 INTERVIEW PROCESS

- 5.1 The employment interview is a supplement to and part of the selection process.
- 5.2 The primary function of the interview is to obtain data, certain knowledge, skills or abilities of a candidate that is not available through review of application (or resumes) or other testing mechanisms.
- 5.3 The Human Resource Department will decide if an interview committee is needed.
- 5.4 Relatives or personal friends of an applicant will be excluded from serving on an interview committee.

5.5 Interview questions will be developed for all interviews so that consistency will be maintained in the questions asked of all applicants.

5.6 Questions must be job related and be designed to measure job knowledge, experience, education, or to solicit responses which reflect those personal traits which are job related.

5.7 Questions, which pertain to race, sex, religion, marital status or other inquiries that tend to directly or indirectly disclose such information, are prohibited. Any questions that would indirectly divulge an applicant's age, national origin or other discriminatory factor will be made in strict accordance with the law.

5.8 Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.

5.9 Inquiries about whether an applicant has certain specified sensory, mental or physical disabilities which relate reasonably to fitness to perform the particular job, or whether an applicant has any disabilities or health problems which may effect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries that would tend to divulge disabilities or health conditions which do not reasonably relate to fitness to perform the job are not permitted.

5.10 If an interview committee is used, the Human Resource Department will provide copies of the job description, the applications of final candidates and proposed interview questions for use by the committee.

5.11 Each member of the committee will score the candidate independently.

5.12 The interview committee will attempt to reach a consensus and report the interview results and recommendations to the Human Resource Department. If a consensus cannot be reached, the final candidates, including their strengths and weaknesses, will be reported to the Human Resource Department.

6.0 REFERENCE CHECK

6.1 Before any offer of employment is extended, the Department Head (or, if requested, the Human Resource Department) will conduct a reference check on the final candidate(s). The check will include verification of

employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record and other pertinent information.

- 6.2 No reference check or background investigation will be conducted without the consent of the applicant.
- 6.3 All applicants will undergo a thorough background check by the police department or other designated individual/agency.
- 6.4 All candidates applying for positions that may require operating a city vehicle will have their driving record checked by the Human Resource Department.
- 6.5 Results of the reference check and/or background check will help determine the applicant's fitness for the position.
- 6.6 The Department Head will forward to the Human Resource Department a Payroll Status Change Form recommending the candidate for hire and requesting final approval.

7.0 APPLICANT NOTIFICATION

- 7.1 After Human Resource and City Manager approval, the department will be notified to extend an offer of employment to the applicant.
- 7.2 Job offers are contingent on the candidate passing a physical examination and drug screening and this should be stated when the job offer is made. The Department Head should request that the candidate accept or reject the job offer within 3 working days.
- 7.3 If the first offer is rejected, it will be decided whether to hire another candidate or to reopen the position.
- 7.4 Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position.
- 7.5 The Accounting Supervisor will be contacted to make an appointment for a physical for the candidate. The candidate will come by City Hall and pick up a physical form and a copy of the job description for use by the doctor conducting the physical exam.
- 7.6 The Accounting Supervisor will contact the Department Head when results of the physical exam have been received. If the candidate does not

pass the physical, it will be decided whether to hire another candidate or to reopen the position.

8.0 MEDICAL EXAMINATIONS

- 8.1** A person selected for initial appointment or reinstatement will undergo a thorough medical examination at City expense in a manner prescribed by the Human Resource Department.
- 8.2** Employment will be contingent upon successful completion of the medical examination in relation to the standards of fitness required for the position involved.
- 8.3** The Human Resource Department, acting on the information provided by medical personnel, will be the final authority in determining medical suitability for employment.

9.0 APPOINTMENT TO POSITION

- 9.1** The Payroll Status Change Form will be forwarded to the Accounting Supervisor.
- 9.2** The Accounting Supervisor will prepare all required forms and meet with the new employee to explain the City benefit's package. New employees will be furnished with an employee packet and an Administrative Policies Handbook during the Orientation Process.

10.0 APPLICANT EXPENSES

- 10.1** Unless approved by the City Manager, the City does not reimburse any applicant for travel costs in conjunction with the hiring process.
- 10.2** The employee pays all relocation costs, unless otherwise budgeted and approved by the City Manager.

11.0 TEMPORARY HELP

- 11.1** All sections of this policy will be adhered to in the recruitment of temporary help unless the Human Resource Department approves other procedures.

EFFECTIVE: 07-19-05

LAST REVISED: 06-01-97

CITY MANAGER APPROVAL: Bill Shipp