

Personnel Hiring Policy

- 1.0 **POLICY STATEMENT:** A program of successful recruiting, selection, and promotion results in obtaining and keeping effective employees. Such a program is dependent upon recruiting qualified applicants and selecting the best from among them for the vacant job positions.

- 2.0 **PROCEDURES:** Fair employment practices and affirmative action policies should be the guide for the entire process. A personnel request form should be submitted to Human Resources for approval by the city manager before hiring replacement or additional employees.
 - 2.1 *Recruiting* - Recruiting will be undertaken in a manner that will result in an adequate supply of candidates. It is the policy of the City of Johnson City to extend Equal Employment Opportunities to all qualified applicants without regard to race, color, sex, religion, age, national origin, disability or status as a disabled veteran or veteran of the Vietnam Era except where that disability prevents the candidate from performing the essential functions of the job with or without reasonable accommodations.

 - 2.1 *Job Posting* - It is the policy of the City of Johnson City to fill job vacancies from within the organization whenever possible. The factors that will be given careful consideration in selection of employees include the following: readiness for the position based on past performance, knowledge, skills and abilities as related to the job description, attendance and safety record, experience, training and education and a willingness to learn. Notice of job vacancies shall be made available to all city personnel before applicants are recruited from outside. Each time a vacancy exists, a notice shall be posted on all bulletin boards for a period of five (5) working days. This notice shall include position, grade, cut-off date and job description. Although it is the intention of the city to give first consideration to current employees with the skills and qualifications when filling job vacancies that are available, completion of the application for a position is not a guarantee of selection, and outside applicants will be considered at the discretion of the department head.

 - 2.2 *Written Application* - Persons applying for specific vacant jobs will be required to complete the application for the vacancy and submit it to the Human Resources Department. All written applications will be retained in a protected file in the Human Resources office.

 - 2.3 *Selection* - The Selection is the process of determining which job applicant's knowledge, skills and abilities best match the job description of the position to be

filled. The process shall include reviews of applications, interviews, references and background checks.

- 2.4 *Interviews* - Review of the written job application will set the background for a personal interview. All interviews for filling job vacancies shall be coordinated through the Human Resources Department.
- 2.5 *Reference Information* - The References on the best-suited candidate (or candidates) should be checked. At least three references should be checked to provide verification of the information provided by the job applicant and to give some indication of how the applicant has performed in previous jobs. The Human Resources Department will coordinate this activity with the appropriate department head. (See Applicant Reference Check Form HR 186-01).
- 2.6 *Decision to Hire* - This important decision will be based upon an objective assessment of all pertinent factors developed from the employment application, work history, interviews and follow-up references and background investigations. Department heads should confer with the Human Resources Director and City Manager about the results of their search before any offer is made. Once the applicant has been offered the position by the appropriate department head with final approval by the city manager and has accepted, the Human Resources Department will set up a substance abuse screening and employment physical to determine that the applicant can perform the essential functions of the position with or without accommodation. The new employee shall not start work until the results of the physical and drug screen are determined.
- 2.7 The Human Resources Department will develop and complete the new employee's personnel file for the department head and city manager to approve before the new employee begins work.
- 2.8 The Human Resources Department and the department head will review the application for the posted vacancy to determine if the applicants meet the minimum qualifications of the position.
- 2.9 Candidates who meet the requirements of the position will be interviewed by the Human Resources Department and/or by the supervisor for the position being posted. These interviews will be scheduled by the Human Resources Department and will take place as soon as conveniently possible following the posting closing date listed on the job vacancy posting. Consideration will be given to employees on the basis of performance, ability and skills, physical fitness required to perform job, attendance and safety record, experience and training, education and willingness to learn.

- 2.10 The supervisor and department head will indicate, in writing, the individual selected to fill the position to the Human Resources Department. The Department of Human Resources will notify all applicants in writing that they were or were not selected.
- 2.11 An employee that is interviewed and selected into a position with a pay level that is the same or lower than the employee's current position shall be on the standard probationary period, but will not be entitled to a performance merit increase any sooner than one year from the date of the transfer to the same or lower pay level.
- 2.12 If the candidate chosen to fill the vacancy is in another department within the city government Human Resources will negotiate between the two departments affected as to effective date of transfer. This will be documented on a personnel action form for departmental approval and forwarded to the City Manager for final approval.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 09/25/1995

Applicant Reference Check

Name of Applicant _____

Person Contacted _____ Position or Title _____

Company _____ City/State _____ Phone _____

Questions to ask the reference contact:

1. Please verify the dates of employment: from _____ to _____

2. What type of work did he/she do? What was his/her title? _____

3. What were his/her reasons for leaving the job? _____

4. Would you rehire him/her? Yes No

5. Did the candidate abide by the attendance policy at your organization? Yes No

6. Please rate the candidate's ability to get along with co-workers or peers.

Highest					Lowest
1	2	3	4	5	

7. Please rate the candidate's ability to adapt to new or changing working conditions.

Highest					Lowest
1	2	3	4	5	

8. Please rate the candidate's ability to work as part of a team.

Highest					Lowest
1	2	3	4	5	

Questions to ask if pertaining to job description:

9. How many employees does the candidate directly supervise? _____ and
Indirectly supervise? _____

10. Please rate the employee's supervisory skills.

Highest					Lowest
1	2	3	4	5	

11. Is the candidate able to handle making unpopular decisions? Yes No

12. Please rate the candidate's ability to deal with difficult customers.

Highest					Lowest
1	2	3	4	5	