



SECTION:

ADMINISTRATIVE POLICY 33

Recruitment and Hiring
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I. PURPOSE AND SCOPE

This policy outlines the required steps in the recruitment and hiring process for positions at the City of Avondale (City). All new hires and transfers must be hired in compliance with the required hiring practices as outlined by this policy.

II. POLICY STATEMENT

It is City policy to hire qualified individuals to fill positions, which contributes to the overall success of the City. Each employee, while employed, is hired to make significant contributions to the City. The following policies and procedures shall be followed to ensure the recruitment and hiring of the most qualified individuals.

III. DEFINITIONS

- A. Personnel Requisition: The official requisition document for identifying an open position and initiating the recruitment and hiring process.
- B. NEOGOV: The online hiring system used by the City

IV. POLICY PROVISIONS

- A. Recruitment advertising
  - 1. All City positions are advertised externally and internally based upon need and budget constraints.
  - 2. Human Resources is responsible for placing all recruitment advertising.
  - 3. The hiring department is responsible for paying the costs of advertising, if applicable (e.g., professional organizations, newspaper, magazines, etc.).
- B. Job postings
  - 1. All job openings, including internal only openings, are posted on the City website through NEOGOV for employees and the public to review.
  - 2. Jobs will remain posted on the website until a sufficient number of qualified applications are received or until the deadline indicated.

3. Job postings are updated as necessary.
4. For internal recruitments, if only one (1) applicant applies, the Human Resources Director will assess whether the recruitment will need to be open to external applicants.

C. Interviews

1. The interview process is facilitated by Human Resources with assistance from the hiring department.
2. Panel interviews are to be conducted for all positions. All interview panels will be comprised of diverse panel members including one observer from Human Resources and, as applicable, one panel member shall be a “subject matter expert” from outside the City. All panels must be approved in advance of the interview by Human Resources.
3. When a panel interview is conducted, a structured interview process will be used. Interview questions shall be developed by the hiring department and reviewed and approved by Human Resources prior to scheduling interviews.
4. After the panel completes the interview process, a certified list of candidates will be forwarded to the department director by Human Resources, if applicable. Human Resources will notify applicants who are not selected.
5. Any additional selection processes must be approved in advance by Human Resources. In the event that second interviews are planned, the hiring supervisor should not be on both the first and second interview panels. This is to avoid the perception that the process could be unfairly influenced or that one person is controlling the decision.

D. Reference Checks, Criminal Background Checks, Drug Testing, Finger Printing

1. Once a decision has been made regarding interest in hiring an applicant, a conditional offer of employment will be made. The offer is contingent upon satisfactory completion of reference checks, criminal background checks, and drug screen, if applicable. Psychological evaluation and polygraphs may also be required, where appropriate.

E. Final offer of employment - the hiring manager or Human Resources will make the job offer final.

F. Initial start date and orientation

1. On the initial start date (which would ideally be the beginning of a pay period) or prior to it, new employees will complete all required paperwork, except the Form I-9 Employment Eligibility Verification. The Form I-9 Employment Eligibility Verification must be completed on the new employee's first day of employment.
2. New employee orientation will be scheduled by Human Resources as needed.

## V. PROCEDURES

- A. Personnel requisitions - must be completed in order to fill City positions. This is a two-step process:
  1. Requisitions shall be initiated by the department director or designee on the City intranet (ACES). Once completed on ACES, the personnel requisition is routed to Human Resources.
  2. A Human Resources representative will complete a personnel requisition form using NEOGOV. The Human Resources representative will provide all pertinent information regarding this request and forward this to the appropriate individuals for routing (i.e., the hiring manager, Finance and Budget, the Human Resources Director and the final approving authority, the City Manager). The position will not be posted until the requisition is approved.
- B. Job posting – a Human Resources representative will post the position on the City website through NEOGOV.
- C. Interview process
  1. Human Resources will screen applications for minimum qualifications prior to scheduling interviews.
  2. Applications that meet the minimum qualifications for the position will be forwarded by the HR representative to the hiring manager.
  3. The hiring manager will select applicants to be interviewed and notify the Human Resources representative.
  4. The Human Resources representative will contact the applicants scheduled for an interview.
  5. The Human Resources representative will work closely with the hiring manager regarding scheduling, date, time and location for the interview(s).

- D. Reference Checks, Criminal Background Checks, Drug Testing, Finger Printing
1. Once a conditional offer has been made, Human Resources will check references and contact candidates to complete a pre-employment background check, motor vehicle history check, drug screen, if applicable, medical examination, if applicable, finger printing, or any other required pre-employment process. Internal candidates may be required to complete all or part of the processes stated above depending upon job requirements.
- E. The hiring manager or Human Resources will make the job offer final.

VI. APPROVAL



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Charles McClendon, City Manager

August 29, 2013  
Date of City Manager's Approval