

HEWITT TEXAS

CITY OF HEWITT POLICIES AND PROCEDURES

Procedure: Recruiting and Selection

Section: 2.0

Adopted: 10/07/2002

Amended: 11/12/2008; 08/24/2015; 6/15/2017

2.0 RECRUITING AND SELECTION

All recruitment and selection procedures will comply with applicable Federal, State, and local laws. Appointments are made to positions on the basis of qualifications and the ability to perform the essential functions. Recruitment is planned to assure open competition and is conducted by the Human Resources Department.

This policy applies to all positions, with the exception of Civil Service Police Officers and Firefighter positions. Civil Service positions shall be filled in accordance with Local Government Code Chapter 143 and the City's local Civil Service Rules and Regulations.

A. VACANCIES

1. Department Directors will notify the Human Resources Department immediately when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council or City Manager shall be filled.
2. Requests should be made in writing to the Human Resources Department by email or through the requisition form in the Applicant Tracking System (ATS) and should indicate the following:
 - Position title
 - Position fund
 - Position hours/shift
 - Reason for opening
 - Any special recruitment advertising instructions
3. Departments requesting a change in a position's job requirements, title, education, and/or experience must submit a request to Human Resources for

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review and approval.

Human Resources shall publicly announce, by appropriate means, City job vacancies. This excludes vacancies to be filled by transfers, promotions, demotions, or reinstatement. Job opportunity announcements shall be prepared, posted, and distributed only when there is or will soon be a vacancy.

4. All recruitment activities should be coordinated through the Human Resources Department.
5. Applications will be accepted for a period of time to ensure an adequate number of applicants has been recruited or until filled.
6. For the purposes of internal only job postings - temporary or seasonal employees currently working for the City may apply.

B. APPLICATIONS

Applications for employment or reinstatement shall be submitted on forms as prescribed by the City of Hewitt. Only applications officially received in the prescribed manner shall be considered. All information submitted in connection with applying for city positions is subject to verification.

The City of Hewitt only accepts applications when a vacancy is announced.

1. An applicant is defined as any individual, including both current City employees and non-City employees, who has submitted a properly completed application to the Human Resources Department and who meets the requirements of acceptance established in this policy. Resumes are accepted as an enhancement to, but not in lieu of, a completed application.
2. The hiring department and Human Resources shall work through the application process jointly to ensure all applicants are treated equally.
3. The Human Resources Department is responsible for contacting the applicant's references.
4. An applicant must have reached the age of 17 in order to be considered for a full-time, non-civil service position. Special considerations may be given if the position is deemed non-hazardous and the applicant meets the minimum qualifications for the position.

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5. Departments are not authorized to retain applications and resumes regardless of the manner and source of receipt. Upon selection of the final candidate, all completed interview guides shall be returned to the Human Resources Department.

C. DISQUALIFICATION

An applicant shall be disqualified from consideration if they:

1. do not fully complete the application and supplements;
2. do not meet the qualifications necessary for performance of the duties of the position involved;
3. have made any false statement of fact on the application, depending upon the seriousness, willfulness, and applicability of the false information to the position;
4. failing to fully disclose information relating to criminal convictions;
5. are not lawfully authorized to work in the United States;
6. would be in violation of the nepotism policy or laws; or
7. fail a required drug and alcohol test and/or medical examination.

An applicant may also be disqualified from consideration upon other grounds.

D. TESTING

The Human Resources Department will have the responsibility for evaluating and approving all employment related tests.

E. INTERVIEW PROCESS

Applications will be reviewed at the discretion of the hiring department. All applications received by the hiring supervisor should be considered for employment. The hiring department shall adhere to the following guidelines:

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1. No interview may be granted to an applicant unless an application has been received.
2. The hiring department may elect to complete interview questions and note disposition of all referred applicants. If the hiring department needs assistance, the hiring department may request interview questions from the Human Resources Department. The completed interview questions should be submitted to the Human Resources Department for record keeping purposes.
3. Interviews shall be conducted at the discretion of the hiring department and may include a representative from the Human Resources Department upon request.
4. Preference may be given to current employees over non-employees who meet the necessary qualifications.

F. VERIFICATION

The Human Resources Department shall verify the following:

- A. Confirmation of education requirements;
- B. Clearance for employment based upon results of the criminal background check; and
- C. Clearance for employment based upon driving history and driver's license verification for positions which require driving on a full-time or part-time basis.

The Human Resources Department will conduct criminal history checks on all selected applicants, including those in full-time, part-time, seasonal, temporary, and intern positions. The criminal conviction history is only one of several factors considered in the application and hiring process and does not automatically disqualify a candidate.

G. JOB OFFER

The Human Resources Department shall make all written job offers of employment for the selected applicant. The offer is conditional and contingent upon all of the following:

- A. Successful clearance of a criminal background check
- B. Completion of the post-offer physical, as determined by the City's designated physician; and
- C. Passing the post-offer drug test.

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Departments shall not hire, promote, transfer, or **allow an employee to begin working** until all required documentation has been received and approval given by the Human Resources Department.

Departments are responsible for developing and conducting department specific orientations that cover departmental policies and procedures. Supervisors of new employees are responsible for orienting and training new employees, explaining working conditions, and teaching proper use of equipment.