**SECTION: MANAGEMENT**

**POLICY:** Recruitment and Selection **EFFECTIVE DATE:** insert date adopted

(Non-Civil Service)

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish fair and consistent recruitment and selection practices that attract and hire the most qualified individuals while ensuring equal opportunity and compliance with applicable local, state, and federal laws.

**DEFINTIONS:**

1. Job Posting: A public announcement of a job vacancy that includes essential information such as job duties, required qualifications, and application instructions.
2. Screening: The process of reviewing applications and résumés to assess candidate qualifications based on job-related criteria.
3. Structured Interview: A standardized interview format in which all candidates are asked the same predetermined questions aligned with the job's requirements.
4. Diverse Interview Panel: A group of interviewers that reflects a variety of backgrounds and perspectives to promote fairness and reduce bias in hiring decisions.
5. Background and Reference Checks: Procedures used to verify a candidate’s employment history, criminal background, and professional references, as applicable.

**APPLICABILITY:** This policy applies to all City departments and staff involved in the recruitment, screening, interviewing, and hiring of employees for any full-time, part-time, temporary, or seasonal positions.

**PROCEDURES:**

1. Job Posting
   1. All job vacancies will be posted both internally and externally to encourage a wide range of applicants.
   2. Postings will include a clear summary of job responsibilities, minimum qualifications, and detailed application instructions.
2. Application and Screening
   1. Applications will be reviewed and screened based on the qualifications outlined in the official job description.
   2. The screening process will be consistent and objective for all candidates.
3. Interview and Selection
   1. Interview panels will be composed of diverse members who have received training in equitable hiring practices and bias reduction.
   2. Structured interviews will be conducted, using uniform questions and scoring methods to ensure fair evaluation.
4. Background and Reference Checks
5. Final candidates may be subject to background checks and reference verification based on the nature and sensitivity of the position.
6. These checks must comply with all relevant legal and regulatory requirements.
7. Offer of Employment
   1. Job offers will be made in writing and will include details about salary, benefits, and any conditions of employment.
   2. Candidates not selected for the position will be notified of the hiring decision in a timely and respectful manner.