# COUNTY OF ORANGE, VIRGINIA PERSONNEL POLICIES MANUAL

#### RECRUITMENT AND SELECTION

**POLICY NO.: 1.3 EFFECTIVE:** 11/1/96 **REVISED:** 8/12/98

**OVERVIEW:** This policy describes the rules governing the recruitment and applicant selection for vacant positions.

**SCOPE:** This policy applies to all County Government regular vacancies. This policy does

not apply to temporary positions.

#### **PROVISIONS:**

## A. <u>Initiating Recruitment for Vacant Positions:</u>

- 1. All positions within the County Government will be assigned duties and tasks which are identified and documented on a position description. All recruitment and selection activities will be based upon the requirements identified in the position's description.
- 2. The County Administrator must authorize filling a vacant position prior to initiating any recruitment. In the case of positions within the office of a Constitutional Officer who participates in the County's personnel policy, the Constitutional Officer has the authority to initiate recruitment. Recruitment, advertisement, and receipt of applications are through the office of the Assistant County Administrator.

## B. Internal Recruitment:

When it is determined jointly by the Department Director or Constitutional Officer and the County Administrator's Office that a sufficient number of qualified County employees meet the qualifications of the vacant position, recruitment may be limited to internal job applicants only. "Employee Only" vacancies must be posted throughout County facilities for a minimum of two weeks to provide employees opportunity to apply.

## C. External Recruitment:

The department may elect to use open recruitment methods in which all County employees and the general public are eligible to apply.

External advertising requirements will be determined by the County Administrator's office. The extent of recruitment and advertising will be guided by the County's commitment to obtaining a sufficient pool of qualified applicants and to encouraging minorities, women, and disabled persons to apply. Positions will be advertised for at least two weeks, and in the local newspaper at a minimum. Positions may be advertised in newspapers of wider circulation and for longer periods of time at the County Administrator's discretion. Recruitment closing dates will be specified for each position in all vacancy announcements and advertisements. Upon the recommendation of the Department Director, in instances where there may be some difficulty in filling the position or in finding qualified applicants, the County Administrator may authorize advertisement of a position without a specific closing date.

#### D. Readvertisement:

If initial recruitment efforts do not result in a sufficient pool of qualified applicants, a position may be readvertised.

# E. Open Applicants File:

For positions which traditionally experience a high turnover rate, upon the written request of the Department Director, the County Administrator may approve maintaining an open applicants file for those positions. At the time the vacancy occurs, the Department Director must insure that the applicant pool contains sufficient qualified applicants and meets the County's equal employment opportunity goals. In such case, the Department Director can fill a vacant position from the open applicants file. However, any application which is more than six months old must be resubmitted in order to be considered.

The County Administrator's Office will maintain a list of all positions approved for open applications. Notice of such positions may be posted, distributed, or published by the County Administrator's Office from time to time.

#### F. Application Process:

All persons seeking to apply for employment with the County must complete a County Employment Application Form.

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Applications will only be accepted for positions that have been posted for recruitment or for a position approved for open application (see E above). Applications must be received by the close of business on the specified closing date, if a closing date is advertised.

Positions will be open for application for a minimum of two weeks.

#### G. Selection Process:

- 1. All applications received prior to the closing deadline will be considered. If no closing date is advertised, all applications received after two weeks but prior to a job offer being accepted may be considered.
- 2. Departments may interview all applicants or may reduce the applicant pool by screening the applications according to job related criteria. The screening process requires consistent application of screening criteria, without regard to race, color, religion, national origin, political affiliation, sex, age, disability or other non-job related information.
- 3. Departments may elect to interview all candidates, or the top candidate(s) identified through the screening process. Interviews may either be conducted by an authorized individual or by a selection committee. A single list of questions must be developed prior the interviews, and be asked to all interviewed applicants. The questions must be job related and seek information regarding the applicant's job related qualifications. A written set of interview questions must be submitted for review and approval by the County Attorney and the County Administrator prior to being used in the interview process. Additional questions related to specific information contained in the application (i.e., an unexplained gap in employment) or in follow-up to information provided at the interview may be asked.
- 4. After the completion of final interviews, the Department Director shall recommend a selection to the County Administrator with justification for the recommendation, and interview summary notes for all candidates' interviews and include any documentation of reference checks. Constitutional Officers make their own final selections.

## H. Employment Offers and Contingency of Same:

1. Offers of employment including beginning salary, benefits, and starting date shall be initiated by the County Administrator, Constitutional Officer, or designee. All offers of employment shall be in writing, and shall clearly state the County's six month probationary period, the position, the salary offer, the starting date, and any other information deemed pertinent. A copy of this letter must be forwarded

by the Department Director or Constitutional Officer to the Assistant County Administrator for the employee's Personnel File prior to the employee's starting date.

## 2. Documenting Employment Eligibility

In compliance with the Immigration Reform and Control Act of 1986, eligibility of employment must be verified for all new persons hired. An Employment Eligibility Verification Form I-9 must be completed within 72 hours of commencing work.

#### 3. Post Offer Medical Examinations

All regular, full time positions and positions for which an employee's health is directly related to job performance, or the health, safety and welfare of the employees, residents, or the general public may require satisfactory completion of a medical examination.

For these positions, job offers are contingent upon the satisfactory results of a medical examination. Positions which require medical examinations will be identified as such in all position announcements and advertisements.

The medical examination will be requested after a job offer is extended and before the employee begins work. The medical examination will be performed at the County's expense.

Information about the employee's medical condition or history will be kept separate from other employee information and maintained confidentially in the County Administrator's Office.

# 4. Criminal History Checks

Some positions may require the satisfactory completion of a criminal background check when the security, safety or welfare of employees, property or consumers is immediately affected by the responsibilities of the job.

For these positions, job offers are contingent upon the successful review of the employee's criminal history. Positions requiring criminal background checks will be identified as such in all position announcements and advertisements.

The background check will be made after the job offer is extended and before the employee begins work.

#### 5. Documentation

Offers of employment shall be accompanied by a form including any documentation required by the County Administrator's office, including date of hire, starting salary, full name, address, emergency contacts, and any other information requested. This form must be signed by the appropriate Department Director or the Constitutional Officer and by the County Administrator and is used to authorize that the individual be added to the County's payroll. Copies of all correspondence related to the employment offer shall be retained in the employee's personnel file in the Assistant County Administrator's office.

# 6. New Employee Checklist

The Assistant County Administrator shall utilize a New Employee Checklist to ensure that all new County employees receive materials and supplies needed to perform their duties, including any equipment, uniforms, keys, manuals, and a copy of the County's Handbook. This checklist shall be retained in the employee's file and shall be used on exit to determine what items must be returned to the County.

# I. Confidentiality of Application Information:

All applications and related documents, interview notes, and background checks shall be treated as confidential material. All such materials on applicants not offered employment shall be submitted to the Assistant County Administrator for retention.