

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**RECRUITMENT AND SELECTION**

**POLICY NO.: 1.3**

**EFFECTIVE:** 11/1/96

**REVISED:** 12/4/18

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

**SCOPE:** This policy applies to all vacancies for regular positions, both full-time and part-time. This policy does not apply to temporary positions or emergency positions.

**PROVISIONS:**

A. Initiating Recruitment for Vacant Positions

1. All positions within the County will be assigned duties and tasks, which will be identified and documented in a position description. All recruitment and selection activities will be based upon the requirements identified in the position 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 processed through the Department of Human Resources, with the exception of Sheriff's Office positions.

B. Internal Recruitment

When it is determined jointly by the Department Director or Constitutional Officer and the County Administrator that a sufficient number of qualified County employees meet the qualifications of a vacant position, recruitment may be limited to internal applicants only. Internal vacancies should be posted throughout County facilities for a minimum of two (2) weeks to provide employees an opportunity to apply.

C. External Recruitment

A Department Director or Constitutional Officer may elect to use external recruitment methods in which all County employees and the general public are eligible to apply.

External advertising channels will be determined by the Department of Human Resources, in consultation with the Department Director or Constitutional Officer. 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, veterans, and disabled individuals to apply. Positions will be advertised for at least two (2) weeks, and on the County website at a minimum. Recruitments will remain open until filled. Advertisements may include an initial review date.

D. Readvertisement

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

E. Application Process

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

Applications will only be accepted for positions that have been posted for recruitment.

Positions will be open for application for a minimum of two (2) weeks.

F. Selection Process

1. All completed applications received for a vacancy will 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, sex, gender, gender identity, color, national origin, religion, age, veteran status, political affiliation, marital status, genetics, 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 should be developed prior to the interviews, and be asked to all interviewed applicants. The questions should generally be job-related and seek information regarding the applicant's job-related qualifications. 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 also be asked.

4. After completion of final interviews, the Department Director shall recommend a selection to the County Administrator with justification for the recommendation. Constitutional Officers make their own final selections.

G. Employment Offers and Contingency of Same

1. *Offers of Employment*

Offers of employment, including starting salary, benefits, and starting date, shall be initiated by the Department Director or Constitutional Officer. Offers of employment must be submitted through the Department of Human Resources for review before being forwarded to the County Administrator for final approval. All offers of employment shall be in writing, and shall clearly state the County's probationary period, the position title, 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 Department of Human Resources for the employee's Personnel File prior to the employee's starting date.

2. *Additional Documentation*

Offers of employment shall be accompanied by an Authorization to Hire form and any additional documentation required by the Department of Human Resources, including starting date, starting salary, full legal name, address, and any other information deemed pertinent. This form must be signed by the Department Director or Constitutional Officer, Human Resources Manager, Assistant County Administrator for Management Services, and County Administrator and is used to authorize 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 Department of Human Resources.

3. *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 three (3) business days of commencing work.

4. *Pre-Employment Physical Examination*

All positions for which an employee's health is directly related to job performance require satisfactory completion of a physical examination.

For these identified positions, employment offers are contingent upon the satisfactory completion of said physical examination. Positions that require physical examinations will be identified as such in all position announcements and advertisements.

The physical examination will be requested after an employment offer is extended and before the employee begins work. The physical examination will be performed at the County's expense.

Information about an employee's medical condition or history will be maintained separate from other personnel information and kept confidentially in the Department of Human Resources.

5. *Criminal History Background Check*

All positions require satisfactory completion of a criminal history background check.

Employment offers are contingent upon the satisfactory review of said criminal history background check. The requirement of criminal history background checks will be identified in all position announcements and advertisements.

The criminal history background check will be made after an employment offer is extended and before the employee begins work. The criminal history background check will be performed at the County's expense.

In addition to the criminal history background check through the Virginia State Police, positions may be required to submit to fingerprinting as a condition of employment. Positions may also be subject to background checks through the Virginia Child Abuse and Neglect Central Registry.

For these identified positions, employment offers are contingent upon the satisfactory review of said fingerprinting and/or Central Registry background check. Positions that require fingerprinting or Central Registry background checks will be identified as such in all position announcements and advertisements.

The fingerprinting and Central Registry background check will be made after an employment offer is extended and before the employee begins work. The fingerprinting and Central Registry background check will be performed at the County's expense.

6. *Pre-Employment Drug Screening*

In accordance with Policy 3.3 (Drug and Alcohol Use), positions may be required to submit to a pre-employment drug screening as a condition of employment.

For these identified positions, employment offers are contingent upon the satisfactory completion of said drug screening. Positions that require pre-employment drug screening will be identified as such in all position announcements and advertisements.

The drug screening will be completed after an employment offer is extended and before the employee begins work. The drug screening will be performed at the County's expense.

7. *New Employee Checklist*

The Department of Human Resources shall utilize a New Employee Checklist to ensure that all new County employees receive the materials and supplies needed to perform their duties, including any equipment, uniforms, keys, benefits enrollment information, and a copy of the County's Personnel Policies Manual. This checklist shall be retained in the employee's personnel file and shall be used on exit to determine what items or equipment must be returned to the County.

H. Confidentiality of Application Information

All applications and related documents, interview notes, and background checks shall be treated as confidential material. All such materials shall be submitted to the Department of Human Resources for proper disposal or retention at the completion of recruitment efforts, in accordance with the Library of Virginia Records Management.