



Subject : Recruitment and Selection

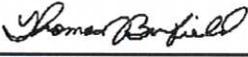
Revision : 1

Effective Date : 7/19/2012

Policy Number : HRM 301

Department : HUMAN RESOURCES

To: All City Employees

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Thomas J. Borfield, City Manager

Policy Descriptions

I. Purpose

In accordance with Article II of the Code of the City of Durham, North Carolina, the City has established a personnel system under the supervision of the City Manager with the intent of conducting a fair and uniform system of personnel administration. Uniform procedures are necessary to ensure the recruitment and selection of qualified persons according to the merit principle of personnel administration and concept of affirmative action.

II. Policy

It is the policy of the City of Durham to assure that equal employment opportunity is afforded to all without regard to race, religion, age, sex, disability, national origin, color, marital status, personal appearance, sexual orientation, family responsibilities, matriculation or political affiliation or belief. The City of Durham believes that hiring qualified individuals based on education, experience, knowledge, skills and abilities to fill positions contributes to the overall strategic success of the City. Each employee, while employed, is hired to make significant, positive, contributions to the City of Durham through that employment. In hiring the most qualified candidates for positions, the following hiring process will be used. Procedures and letters may be changed periodically based on the needs of the organization without changing the entire policy. The Director of Human Resources and Department Directors are responsible for ensuring compliance with these hiring

III. Definitions

N/A

IV. Procedure

A. Personnel Requisitions

1. Personnel requisitions must be completed in order to fill vacant positions.
2. Requisitions may be initiated by the department supervisor/manager, but must be signed by the Department Director (or designee) prior to forwarding to the Human Resources Department.
3. Personnel requisitions should indicate the positions' hours/shifts, status, reason for the opening, position number and desired advertising and should indicate if the job description is current and accurate.

B. Job Postings

1. Most job openings are posted on the job bulletin and on the City's Intranet and/or internet website.
2. Department Directors are responsible for insuring that job bulletins are posted on bulletin boards worksites for employees to review. Jobs remain on the posting until the deadline date, until the first referral is made or longer at management's discretion.
3. Job postings are updated weekly.

C. Internal Transfers

1. Employees who are full time, temporary with benefits, or part time may apply for internal (City employee only) position vacancies as well as those advertised externally.
2. Completion of the probationary period is not required prior to applying for an internal City employee posted position. Employees must complete the "Internal Application." The form should be completed and returned to the Human Resources Department before the closing date for the position or within the first seven calendar days of the job posting.
3. All applicants for a posted vacancy will be considered on the basis of their qualifications as compared to those of other candidates in the applicant pool.
4. Once an employee transfers to a new position, the employee will enter into a performance probationary period for the new position.

D. Recruitment Advertising

1. Positions are advertised externally and/or internally based upon need and budget requirements.
2. The Human Resources Department is responsible for placing the job on the City job listings.
3. Advertising on other media is the responsibility of the department in which the vacancy is located. The advertising department is responsible for payment of the advertisement. Ads placed by departments must be reviewed by a Human Resources Department representative prior to placement.

E. Interview Process

1. Human Resources staff, with assistance from the hiring manager (if the hiring manager desires), will screen applications and/or resumes prior to scheduling interviews.
 2. Initial interviews may be conducted:
 - a. By the hiring manager.
 - b. Through team interviews as needed for some positions.
- Structured interviews (same basic questions to all candidates for a particular position) are required. Follow up questions are allowed and encouraged.
3. Human Resources staff members are available to provide technical assistance in interview question development, assessment center process development and coordination.
 4. Interview notes must be maintained by the hiring department for a minimum of three (3) years. The hiring manager or supervisor has ultimate responsibility for making a hiring recommendation; the Department Director has the final hiring decision.
 5. Supervisors must notify Human Resources of all interviews conducted by noting that as a part of the selection/non-selection justification memorandum. All applications and resumes of applicants not selected will be forwarded to Human Resources for appropriate retention.
 6. Human Resources will notify only applicants who are interviewed but not selected for each position within seven (7) days following processing of the employment approval form.

F. Reference Checks, Background Checks, and Drug Testing, Physical Exam

1. Once a decision has been made regarding interest in hiring an applicant, a conditional offer will be made contingent upon satisfactory completion of reference checks and background checks, physical exam and drug testing. There may be other conditions that are applicable.
2. The hiring manager will check references for all finalists. Release forms and the application form must be completed prior to background or reference checks beginning.
3. The hiring supervisor will make the conditional job offer and will provide the appropriate information to the candidate for completion of substance abuse testing and, if applicable, a physical exam. No testing may occur until an applicant has been given a conditional offer of employment.

V. Other

Technical Assistance is available from the Human Resources Department staff.

VI. Attachment

N/A