



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 4.1

Recruitment and Selection

I. POLICY

It shall be the policy of the District to provide equal employment opportunities for potential candidates and follow recruitment and selection practices that comply with all applicable employment laws and County Human Resources policies and procedures.

II. PURPOSE

The District seeks to attract the best-qualified candidates who support the mission, vision, and values of the District.

III. PROCEDURE

A. Initializing a Recruitment

1. The hiring authority (individual who initialized the recruitment) will verify there is an existing open position, there is budget to fund the position, and obtain approval to fill the position from hiring manager.
2. The hiring authority will complete the District *Request to Hire (RTH)* form located on the Parks Intranet, and submit to District Human Resources (HR).
3. District HR staff confirms there is a vacant position control number, creates a requisition through NeoGov, and obtains approval from the Parks Director\General Manager or designee.

B. Receiving a Certified Interview List

1. County HR Recruiter will contact the hiring authority to conduct a position evaluation and verify understanding of the District's needs.



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2. Based on the completed requisition and position evaluation, County HR will post advertisements as needed, conduct the search for candidates, review resumes, contact top candidates for position interest, and prepare and submit a *Certified List* of qualified candidates to District HR, along with candidate resumes through NeoGov.
 - a. County HR uses several recruitment methods to attract candidates dependent on the needs of the specific recruitment. These methods include items such as: County HR website, internet advertising, postings through professional organizations, and Neogov.
 - b. All testing for positions must be approved by County HR prior to interviews being scheduled. All testing is to be conducted by County HR unless they give approval for District to conduct it.
3. Hiring Authority must complete interview questions and submit to District HR for review and approval prior to conducting interviews. In addition, hiring authorities should provide District HR with the names of staff interviewing, length of time for each interview, date(s) for interviews, start time, and preferred location for interviews.
4. Once District HR has received the *Certified List*, they will:
 - a. Contact candidates to schedule the interviews. An e-mail confirmation is sent to the candidates, along with a *Reference Check Authorization Release* form.
 - b. Reserve interview room as needed.
 - c. Creates a hire packet consisting of printed interview questions on the proper scoring template for each applicant, a table-top list of interview questions, and applicants resumes



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and the interview schedule list; and arranges for delivery or pickup with the hiring authority prior to the scheduled interview date.

C. Interview and Selection Process

1. Hiring authorities are responsible for conducting timely, effective interviews of candidates on the *interview list*.
2. Once interviews are completed and selection is made:
 - a. The hiring authority notifies District HR, along with completed interview question worksheets for each candidate interviewed.
 - b. District HR transfers the scores into an *Interview Scoring Worksheet* summary and provides it to the General Manager or designee for review and approval. The General Manager signs off on the *interview list* or initiates further review.
 - c. If the applicant is approved, the hiring authority completes reference checks for the selected candidate. Reference check paperwork is turned in to District HR.
 - d. District HR will update the interview list using NeoGov, and rates applicants. The selected applicant is then moved to the referred phase and notifies County HR.
 - e. District HR will add the applicant to the weekly *Personnel Report* for tracking.
 - f. If the applicant is not approved, second round interviews may be arranged by the District, or a new certified list may be requested.



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3. When the applicant is selected County HR will:
 - a. Contact candidate to make the offer of employment and finalize salary negotiations.
 - b. Upload signed Electronic Conditional Offer of Employment to District HR for employee file.
 - c. Explains the conditional offer, background check, pre-placement physical process, and benefits to the applicant.
 - d. Schedule for DOJ background check, including sexual offender check.
 - e. After background check has cleared, set appointment for drug testing (*if applicable*) and physical examination.
 - f. Notify the District HR when candidate is cleared to hire.

4. District HR will then:
 - a. Contact the candidate to send new hire paperwork, policies, and benefits information.
 - b. Contact the applicant to schedule and conduct new hire on-boarding.
 - c. Notify the hiring authority of the expected start date and arrange initial work schedule.
 - d. Coordinate orders, as applicable, for: keys, door codes, uniforms, and fuel authorization.
 - e. Submit the *Employee Transaction Form* on NeoGov finalize the hiring process.
 - f. Send the new hire paperwork to County HR to initiate benefits and payroll.

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