



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 their Manager.
2. The hiring authority will complete the District *Request to Hire* form located on the Parks Intranet, and send it to District Human Resources (HR).
3. District HR staff confirms there is a vacant position control number, completes the County *Candidate Requisition Form* (CRF), and obtains signature from the Parks Director\General Manager or designee.
4. District HR sends the CRF to County HR for processing. A CRF is required for regular recruitments, rehires, at-will appointments, intradepartmental transfers, TAP transitions, and reemployment from layoff.

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.



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 4.1

Recruitment and Selection

2. Based on the completed CRF 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, and a *Certified List Supplemental Information* form.
 - 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 send them 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, a copy of the *Certified List* and *Certified List*



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 4.1

Recruitment and Selection

Supplemental form a job description, and the interview schedule list; and makes arrangements 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 *Certified List*.
2. Once interviews are completed and selection is made:
 - a. The hiring authority completes the *Certified List*, signs it, and sends it back to District HR, along with completed interview question worksheets for each candidate interviewed, and the *Certified List Supplemental Information form*.
 - 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 *Certified 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 add the applicant to the weekly *Personnel Report* for tracking.
 - e. District HR will then send the *Certified List* and *Supplemental Information* forms back to County HR.
 - f. If the applicant is not approved, second round interviews may be arranged by the District, or a new certified list may be requested.



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 4.1

Recruitment and Selection

3. When the applicant is selected County HR will:
 - a. Contact candidate to make the offer of employment and finalize salary negotiations. If applicable, prepares and routes Advanced Salary request for review and approval.
 - b. Send a copy of Job Offer letter to District HR for employee file.
 - c. Explains the conditional offer, background check, pre-placement physical process, and benefits to the applicant.
 - d. Set an appointment for DOJ background check, including sexual offender check.
 - e. After background check has cleared, set appointment for drug testing and physical examination.
 - f. Notify the District when candidate is cleared to hire.

4. District HR will then:
 - a. Contact the applicant to send new hire paperwork, policies, and new employee handbook.
 - 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: email, local network access, keys, phone(s), tablet or computer, business cards, door codes, uniforms, fuel authorization, and p-card.
 - e. Send the *Employee Transaction Form* to the recruiter to complete the hiring process.
 - f. Send the new hire paperwork to County HR to initiate benefits and payroll.

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