

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 3-9

Effective: 03/10/09

Revision No.: 1

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## **Selection Process**

**OVERVIEW:** This policy describes the selection process.

**SCOPE:** This policy applies to the hiring of all employees except those hired under special circumstances specified in these Employee Policies.

### **PROVISIONS:**

1. **Selection Process.** Upon completion of the interview process, the hiring department will complete an electronic employee action form (EAF) in the electronic hiring system. The electronic approval form should be routed through the Equal Opportunity Office, the Office of Management and Budget, Human Resources and the Administrating Official (if applicable).
  - a. The Equal Opportunity or Human Resources Office will advise the department if additional information is needed.
  - b. After review by the Human Resources Office, the hiring supervisor may make an offer of employment contingent upon drug test results and, if applicable, results of pre-employment physical, criminal background check and drivers license check.
  
2. **Drug Test/Pre-Employment Physical/Criminal Background Check/Drivers License Check.** Upon approval of the Interview Process Log and Employee Action Form, the hiring department will be notified to coordinate a drug test, pre-employment physical and/or criminal background check as applicable.
  - a. The applicant should contact the Human Resources Office to obtain an appointment and appropriate forms.
  - b. Upon notification of the candidate's successful completion of the drug test, physical examination, criminal background check, and/or drivers license check, the hiring department will be given approval to hire.
  - c. The Human Resources Office will conduct criminal background checks on designated positions.
  - d. The Human Resources Office will conduct drivers license checks to determine whether the drivers license is valid or not, on positions that require a valid drivers license.

3. **Start Date.** The hiring department will notify the Human Resources Office of the new employee's start date, and send written notification of the hire to all interviewed applicants.
4. **Non-Hire.** If a selection is not made from this recruitment effort, an electronic requisition should be submitted by the interviewing supervisor and forwarded for approval by the hiring manager, Equal Opportunity and Human Resources Offices with justification for the request to repost. The requisition must be received by the Human Resources Office by the established deadline for reposting the position.

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County Manager

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County Attorney