



**CITY OF BOWLING GREEN  
PERSONNEL POLICY LETTER NO. 10**

**Personnel Requisition and Recruitment**

This policy letter establishes City policy with regard to recruiting and hiring new personnel.

**Scope:** All departments and divisions.

**General:** Employment functions are centralized in the City's Personnel Department. And all applicant contacts shall be originated by representatives of the Personnel Department. This includes direct contact with prospective employees/applicants.

**Authorization:**

- 1.1 Recruitment action will be initiated by the Personnel Department only upon receipt of a properly authorized request initiated by the appropriate department head.
- 1.2 A requisition for additional or replacement staff must detail: the date required, anticipated rate of pay, status of job assignment (temporary or regular, full-time or part-time, etc.), classification, shift, if applicable. The requisition must also include reasons the staffing is required, and what the anticipated outcome would be, if the vacancy is not filled. Additionally, the requisition must include verification that funds are available in the department's/division's budget to fund the position.
- 1.3 Once a request has been submitted to the Personnel Department, it will then be forwarded to the Municipal Administrator for final approval.
- 1.4 Once a request has been approved by the Municipal Administrator, the Personnel Department will start the recruitment process.
- 1.5 Internal Recruitment –
  - a. If it is decided to first advertise internally, then current, regular full-time and part-time employees will be permitted to apply to fill current vacancies within the City. Neither temporary hires nor personnel contracted through an employment agency may apply during this period of recruitment. Temporary hires must wait to apply for regular (non-temporary) part-time and full-time

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positions when recruitment efforts are directed to the public. If it is decided to first post a position internally, then applications will be accepted in the Personnel Department for 5 workdays. (Note: Posting internally first is not guaranteed. There may be circumstances when the concurrent posting of a job both internally and externally (publicly) is warranted.) All deadlines established for accepting applications are firm.

- b. Positions covered by collective bargaining agreements – Recruitment for classifications included within collective bargaining groups will be filled in accordance with the requirements established within the appropriate collective bargaining agreement(s). If current members of the bargaining unit do not apply or are not qualified to fill a vacancy within the bargaining unit, then other current regular, non-temporary full-time and part-time employees will be considered to fill a vacancy.
- c. Candidates for Police Officer, Firefighter, and ranked positions within the Police and Fire Division shall be selected based on Civil Service test scores and the rule of three established in the City's Charter.

## **2. External/Public Recruitment**

- 2.1 The Personnel Department is responsible for recruiting candidates for all vacancies. (The Parks and Recreation Department may proceed in its normal process for hiring its part-time, seasonal staff, but must keep the Personnel Director apprised of all actions it is taking.)
- 2.2 The Personnel Department will ensure that all the City's recruitment efforts adhere to federal and state employment laws regarding Equal Employment Opportunity, Affirmative Action, hiring, and recruitment.
- 2.3 In accordance with Ohio Law, all employment openings that the City intends to fill for more than 3 days' duration shall be listed at the Ohio Department of Jobs and Family Services. The City will also send notice of such job openings to its regular listing of agencies, who receive notification of City openings.
- 2.4 The City will also place notice of publicly advertised openings on its web site.
- 2.5 The City may elect to also advertise publicly in local and regional newspapers, and on applicable agency and organization web sites.

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2.6 Jobs advertised publicly will have varying periods for advertising. There is no set period for accepting applications when public advertising is undertaken. Since advertising publicly costs substantial amounts of money, the periods during which the City will accept applications will usually extend longer than when the City advertises only internally.

**3. Application Review:**

3.1 The review of applications shall occur under the guidance of the Personnel Director. All reviews shall be in accordance with requirements of the Federal and State laws related to Affirmative Action and Equal Employment Opportunity. Applications shall be reviewed with regard to meeting the minimum requirements of the job. Candidates who do not meet the minimum requirements of a job shall not be considered further. Records resulting from the review shall be retained and destroyed based on the controlling records retention schedule.

3.2 A listing of candidates will be developed that establishes the candidates who meet the minimum requirements of the job. That listing will then be refined to list candidates based on who is best qualified for the position. Records resulting from the review shall be retained and destroyed based on the controlling records retention schedule.

3.3 **Selection for Interview:** Once the applications are reviewed, those candidates who best meet the requirements of the job shall be offered interviews. There is no requirement as to the number of interviews held, but initially three or four are recommended. It is advised that not more than 2 interviews be held on any given workday.

**4. Interviews:**

4.1 Interviews shall be conducted through the Personnel Department and under the guidance of the Personnel Director.

4.2 Interview questions shall be provided by the Personnel Director. Standardized questions shall be utilized during interviews in order to ensure that illegal inquiries do not occur. (Illegal inquiries are those so defined by Federal law.)

4.3 When applicants are asked to submit essays or other types of written statements, non-standardized questions may be asked that deal directly with the papers that are submitted by the applicant. However, non-standardized questions shall not be used in order to conduct an illegal inquiry.

- 4.4 Non-standardized questions may also be utilized in order to clarify an interviewee's statements or responses to standardized questions. However, non-standardized questions shall not be used in order to conduct an illegal inquiry.
- 4.5 Upon the completion of an interview, all interview notes and all copies of the applications, shall be returned to the Personnel Director. Such items shall be retained and/or destroyed in accordance with the Personnel Department's authorized records retention and destruction schedule.

**5. Offer of Employment:**

- 5.1 Following the interview a recommendation for hire will be submitted to the Mayor for his/her approval. Upon his/her concurrence, the Personnel Director shall make telephone contact with the selected candidate.
- 5.2 The first step is to contact the candidate and let him/her know that he/she is the selected candidate, but that a background investigation must be conducted. No offer of employment will be made to the candidate at this time.
- 5.3 If the candidate refuses to let a background investigation be undertaken, then he/she will no longer be considered for employment.
- 5.4 If the candidate agrees to a background investigation (contact with current and previous employers, contact current references, driving records check, if applicable, and criminal records check) then all phases of the investigation shall be accomplished by the staff of the Personnel Director. (In the case of Police Division personnel the background investigation shall be conducted by Police Officers.)
- 5.5 The background investigation shall be undertaken in accordance with requirements established by Federal Law.
- 5.6 Upon completion of the background investigation (except for Police Officer vacancies) the candidate will be contacted by the Personnel Director or his/her designee. If something surfaces in the background investigation that would eliminate the candidate from further consideration, the candidate will be notified telephonically and in writing.
- 5.7 If the background investigation does not uncover any problems, then a "conditional offer of employment" will be made to the candidate. The conditional offer requires that a new hire must complete and pass a pre-employment drug test and medical examination. (In the case of "Police Officer" a psychological evaluation is also required.) The staff of the Personnel

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Department shall schedule these examinations and tests. The City will pay for the costs associated with these examinations and tests.

- 5.8 A positive pre-employment drug test will result in the immediate rescinding of the conditional offer of employment.
- 5.9 The City will comply with applicable Federal Law (the Americans with Disabilities Act) should an employee fail to pass a medical examination and/or psychological examination. However, the outcome may be that the conditional offer of employment may be withdrawn by the City. Resulting medical and/or psychological information shall be stored as medical records.
- 5.10 When a candidate has successfully completed the drug test and the medical and psychological examinations, he/she will be contacted by the Personnel Director or his/her designee regarding a hire date.
- 5.11 Once a hire date has been established, an appointment letter will be prepared and signed by the Mayor. (For Finance and Law Department hires the applicable department head will also prepare and sign an appointment letter.) The appointment letters will be sent to the candidate by the staff of the Personnel Department. Copies of the letters shall be retained by the Personnel Department. The letters shall be retained permanently in the employee's personnel file.
- 5.12 Once a candidate has been hired, then letters shall be sent to all other applicants. The letter shall notify the applicants that a selection was made and that their application was no longer "active." They would be informed that they would need to apply again in order to be considered for other openings.



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Personnel Director

Date