

Employee Recruitment and Selection

I. Purpose

To establish the procedure for the City of Lynnwood in recruiting and selecting employees not otherwise subject to Civil Service rules; to optimize the City's efforts and resources in selecting the best employees available; and to strive for a diverse and qualified work force.

II. Policy

It is the policy of the City to recruit, interview, and select the best candidates for position openings. Recruiting practices are conducted with the goal of encouraging interest and applications from a wide variety of candidates with high ability, merit, qualifications, and competence. The City seeks to attract a diverse applicant pool, representing the race, ethnic, religious, gender and other differences, reflective of our City. To this end, the City will use a variety of recruiting techniques to attract capable and qualified candidates. Selection procedures will be conducted fairly and competitively, focusing on ability, merit, qualifications, competence, and potential for success in the position.

III. Procedure

A. External recruitment

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Department Director or his/her designee shall review the position, its job description and the need for such a position. The supervisor will then prepare and submit a job requisition/request for recruitment form to fill the position to the Human Resources Department. The position will be posted and/or advertised only after the appropriate department head and the Mayor have approved the request.

The Human Resources Department and the hiring department will determine the recruiting and selection strategies. Position announcements may be posted on bulletin boards, advertised in newspapers and professional publications or websites, or other methods for recruitment as appropriate. As part of an effort to attract a diverse workforce representative of its community, the Human Resources Department will communicate the City's employment needs and EEO policy to minority organizations, educational institutions and other potential sources of minority and female applicants. Announcements will include information on: the date posted, title, job duties, department, minimum qualifications, closing date and procedure for application.

B. Internal recruitment

When a position vacancy occurs, opportunities to promote or transfer from within will be made available consistent with the goal of filling positions with the best qualified candidate available. In such cases, the hiring supervisor in consultation with the Department Director, may elect to fill the position from an internal candidate pool. In those instances, a position vacancy announcement will be posted available to City employees only. An internal position announcement, when used, will be posted for a minimum of 7 calendar days in locations designated throughout City buildings.

Employee performance reviews and attendance or disciplinary history may provide input to the internal selection process.

The process of internal posting, response and interview of present employees should not be construed as a promise of promotion or transfer. A hiring supervisor may elect to recruit externally if he/she believes no internal candidates are sufficiently qualified for the position.

Receipt of a promotion or transfer does not constitute a commitment for continued employment in a new position with the City for any specific time, nor is there a guarantee that an employee will be able to return to his or her former position if he or she fails to perform at a satisfactory level in the new position.

C. Internal Appointment

In those cases where a qualified candidate exists within the City, an internal appointment may be made without requirement for an internal job posting process. In such cases, a supervisor in consultation with his/her department head, the Human Resources Director, and the Mayor may elect to fill a position through internal appointment. Candidates for internal appointment must meet the minimum qualifications for the position for which they are being hired.

D. External Appointment

Under very limited circumstances, the Mayor may approve an external appointment without requirement for a job posting process. In such cases, the Department Director must provide a written justification for bypassing the recruitment process. The candidate must complete a City application and the Human Resources Department must certify in advance that the candidate meets the minimum qualifications for the position. Once the Mayor has approved the hire and the candidate has been certified to meet the minimum qualifications, the Human Resources Department will generate an offer letter and all other new hire processes will proceed as for any other hire.

E. Decision to Re-recruit

The City may elect to begin additional recruitment for a position externally after an internal recruitment or to recruit again for a position when a suitable candidate has not been found.

F. Pre-Employment Testing

The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined by the City. The City shall also conduct any background procedures required by law.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants for such positions will be reviewed prior to hire. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving (see Personnel Policy No.760 Pre- and Post-Employment Driving Checks).

After an offer of employment to candidates for certain positions has been made and prior to commencement of employment, the City will require persons selected to successfully pass a medical examination, which may include testing for controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination. The Human Resources Department will determine which positions require such an examination.

A candidate may be disqualified from consideration if: (1) found physically unable to perform the essential duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals abuse of alcohol or illegal use of controlled substances.

G. Interviewing and Hiring

Once a position has been posted, Human Resources will track and screen applications, based on the minimum qualifications identified for the position and any other job-related criteria determined in consultation with the hiring supervisor. Applications will then be forwarded to the Department Director or his/her designee for final selection. Once the top candidates have been selected, the department may begin scheduling them for interviews.

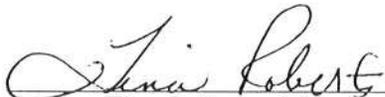
Interview questions will be developed and/or reviewed by the Human Resources Department to ensure questions comply with federal and state

regulations. A panel of at least two people must be assembled for all interviews. Interviewers must ask the same questions of each applicant and evaluations will be made by all members of the panel. Based on the evaluations, a final candidate will be identified.

Final candidates for regular positions must have a minimum of two references checked and their degrees shall be verified if required for the position. (Temporary or seasonal employees may be hired with only one reference, as determined by the position requirements and the experience level of the candidate.) Final candidates will then be forwarded to the Mayor for approval to make a job offer. The recommended salary step will be determined by the Department Director or his/her designee in consultation with Human Resources prior to requesting hiring approval from the Mayor. A conditional offer of employment may be made pending the satisfactory completion of all other pre-employment requirements.

Once a conditional offer is made and all pre-employment inquiries are satisfied, Human Resources will generate a formal offer letter. After the candidate signs and returns the letter and confirms the starting date, Human Resources will prepare all necessary internal documents and schedule a new employee orientation with the hiring supervisor.

Approved:


Tina Roberts, Mayor

4/25/00
Date