	<p>City of Albany Human Resources Policy Policy #: HR-RS-03-004 Title: Recruitment & Selection Process</p>	Recruitment & Selection
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Purpose Recruitment and selection processes are developed and used to attract, evaluate, and select qualified candidates to fill all regular and temporary vacancies. The recruiting, evaluating, and selection criteria used in these processes is based upon education and experience; knowledge, skills, and abilities; and other attributes needed for the effective performance of the essential functions assigned to the position being recruited.

Policy All recruitments efforts are developed and administered in the Human Resources Department in accordance with federal and state regulations, City guidelines, and Collective Bargaining Agreements. Generally, the following types of recruitments will be used at the City:

External Recruitments: External recruitments are open to all applicants.

Internal Recruitments: Internal recruitments are only open to current, regular-status City employees.

Promotional Recruitments: Promotional recruitments are open to current, regular-status City employees. Promotional recruitments may be limited to employees within a specified department.

Temporary Agency Recruitments: Temporary agency recruitments are temporary assignments filled by a temporary staffing agency.

General Recruitment Process

The Human Resources Recruitment Coordinator and the hiring manager will review recruitment options. A job announcement will be prepared, if appropriate, and the Human Resources Office will advertise the position. Once the position closes, applications are received and screened. Interviews are conducted, and the interview panel selects a candidate(s). Pre-employment background checks/investigations and, if appropriate, pre-employment medical evaluations and drug screenings are then completed, and the recruitment is closed.

Equal Employment Opportunity: The City is an equal employment opportunity employer. The City will recruit, hire, and promote into all position levels without regard to race, color, national origin, sex, age, religion, gender, marital status, family relationship, mental or physical disability, sexual orientation, or any other protected classifications listed in federal, state, or local laws.

Accommodations: The City will make reasonable accommodations in accordance with all federal and state civil rights laws during the recruitment and selection process.

Job Announcements: The job announcement for each recruitment will contain, but is not limited to, information about the position, salary and/or hourly rate, minimum qualifications and any special requirements, application procedures, and application deadline.



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Eligibility Lists: An eligibility list may be established during a recruitment effort for future vacancies. Eligibility lists consist of candidates who have successfully passed the recruitment and selection process and may be eligible for future vacancies. Eligibility lists will remain in effect for a pre-established length of time determined by the Recruitment Coordinator. If, after an initial recruitment effort is completed, no suitable candidates are found, related lists for recent recruitments with similar minimum qualifications may be used.

However, the establishment of an eligibility list is not required.

Veterans Preference: Consistent with ORS 408.230, The City of Albany provides preference for veterans and disabled veterans who meet the minimum qualifications for the positions for which they apply. The Human Resources Recruitment Coordinator and hiring manager will determine the method for applying preference considering the method chosen to screen applicants for a particular recruitment.


Applicants claiming veterans' preference will be required to produce documentation of their eligibility for such preference.

Employment Applications: Completed employment applications and any additional required materials must be submitted by the application deadline through the City's on-line electronic application process. Employment applications must be complete and signed by the applicant for consideration. A separate employment application must be submitted for each open recruitment.

Direct Appointment: With approval from the Human Resources Director and the City Manager, an employee may be hired without a competitive recruitment process. Such direct appointment will be used only in extraordinary circumstances. Examples of when a direct appointment may be appropriate include, but are not limited to: 1) the rehiring of a former employee who separated from the City in good standing and is returning to the same position from which he/she separated within thirty-one (31) days of separation; 2) to increase the diversity of the City work force by facilitating the hiring of applicants from under-utilized populations. Prior to approving a direct appointment, the Human Resources Department will certify that the applicant meets the minimum qualifications and any special qualifications of the position. Applicants offered employment by Direct Appointment will be subject to all pre-employment requirements (e.g., criminal background checks, medical exams, drug screenings, etc.) as other applicants.

Unsolicited Applications/Resumes: The City does not accept unsolicited employment applications, resumes, or letters of inquiry from persons seeking employment with the City. When unsolicited employment applications are received, the Human Resources Department will return the original materials to the applicant. The City does not maintain any copies of unsolicited application materials.

Pre-Employment Background Check/Investigation: The City will conduct a pre-employment background check, which may include a criminal background investigation, confirmation of educational requirements, and reference checks with prior employers, on all candidates selected for a position with the City. Some positions may require more in-depth background investigations, physical and/or

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psychological exams, and drug and alcohol screenings. At the discretion of the Human Resources Director, a candidate who possesses an unfavorable background, after determining job relatedness, will not be considered for employment in the specified position. Also at the discretion of the Human Resources Director, applicants who do not disclose all required information when requested may be automatically denied employment for misrepresentation on their employment application.

Recruitment and Employment Incentives: Recruitment and employment incentives may be available for management level positions and positions that are difficult to fill. Incentives may be made available to selected candidates with the prior approval of the Department Director and the Human Resources Director and may include but are not limited to reasonable travel expenses, relocations expenses, and vacation accruals.

Additionally, the Human Resources Director and City Manager may approve an incentive for a current employee who successfully recruits an applicant who is subsequently hired by the City. Such an incentive must be approved prior to the opening of the recruitment and will be based on special recruitment needs of the hiring department. To be eligible for this incentive, the employee must be employed in the hiring department. The incentive will be one day (shift) off with pay to be used within six months of when it is awarded. The incentive will be forfeited if not used within six months and cannot be cashed out in lieu of its use.

Definitions N/A

References Recruitment & Selection Procedures Manual
Human Resources Policy, Pre-Employment Background Check/Investigation

Review and Authorization

Supersedes: HR-RS-03-003, 09/01/2007	Created/Amended by/date: SR: 04/22/2010	Effective Date: 04/22/2010
HR Director:	City Manager:	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes