



## RECRUITING AND SELECTION

### I. PURPOSE

To hire and maintain a quality workforce that reflects the diversity of the community and works well within our values based organization, which promotes and supports core values of trust, effective communication, teamwork, professionalism, and quality of life.

### II. SCOPE

This policy applies to the recruitment and selection of City employees for all positions.

### III. POLICY

When a personnel vacancy occurs, the appropriate supervisor and the Human Resources Department will work together to develop a position profile and identify appropriate recruitment methods that fulfills the recruiting and selection policy purpose and result in the selection of an "ideal candidate."

### IV. PROCEDURE

#### A. Methods of Recruitment

The City of Georgetown has four methods of recruiting and selecting persons to fill vacancies. The supervisor, with Division Director approval, shall determine one of the following methods of selection to be used in filling each vacancy.

1. Promotion from within; (See [Promotions #620](#))
2. Lateral transfer within; (See [Administrative Transfer #621](#))
3. Public announcement and competitive consideration of application for employment; or
4. Selection from a valid current eligibility list.



- a. The eligibility list includes solicited applications/resumes on file for six months of solicited date at the City's Human Resources office, including test results if any.
- b. The eligibility list for the Police Department shall also include unsolicited applications/resumes on file for a maximum of 12 months from the opening occurring. The eligibility list for the Fire Department civil service positions will be established according to Local Government Code, Chapter 143 and the City of Georgetown's Local Rules.

B. Announcement of Vacancies

The Human Resources Department shall post all vacancies to be filled for City service by other than administrative transfer, temporary promotion, and shall maintain a list of announced vacancies for public review (See [Job Posting # 021](#)). Each announcement shall specify the title, nature of the job, the required qualifications, the salary range, and the deadline for application. All positions will be posted for a minimum of one-week (7 days). Each announcement shall contain a statement affirming the City of Georgetown's commitment to a practice of equal employment opportunity.

C. Minimum Requirements

1. To be considered for a position, an applicant must submit a City application. A resume may be attached as supplemental information. Incomplete applications will not be considered for employment.
  - a. An applicant must apply for a specific job on the City's current vacant job list, and except for public safety positions, the City will not accept applications for anything other than a current open, posted position.
  - b. An applicant must submit a separate application and attachments (certificates, etc.) for each position for which they are applying.
  - c. All materials submitted for consideration will be considered the property of the City of Georgetown and can not be returned.
2. Each applicant for employment is required to submit a completed City application prior to being interviewed.



D. Evaluation of Candidates for a Position

1. The Human Resources Department shall determine the most appropriate means of evaluating applicants against job requirements to identify the applicant who best matches the posted position.
2. Reference checks, interviews, background checks, criminal history, credit history, ability surveys, personality surveys, and/or other screening procedures may be used as appropriate and approved by the Human Resources Department.
3. An applicant shall be required to provide any information and undergo any examination necessary to demonstrate competence and ability to perform requirements of position.

E. Disqualification

1. An applicant may be disqualified from consideration if he/she:
  - a. does not meet the minimum qualification necessary for performance of the duties of the position involved;
  - b. has knowingly made a false statement on the application and/or any materials submitted for consideration of employment;
  - c. has committed or attempted to commit a fraudulent act at any stage of the selection process;
  - d. is not legally qualified to hold the position; and/or
  - e. is not the candidate, which most closely matches all pre-determined criteria.
2. An applicant may be disqualified from consideration upon other reasonable grounds relating to job requirements.



F. Selection

1. The Division Director and Supervisor together with the Human Resources Department will recommend the candidate(s) who most closely match all pre-determined criteria for hire approval by the City Manager.
2. Except for appointments reserved to the City Council by statute or charter, the City Manager has exclusive authority to approve recommendations for hire within the limits of the overall comprehensive budget.
3. All employment offers are contingent upon successful completion of a pre-employment drug screen, background and reference check, and other medical examinations required by each position.

V. INTERNAL PROCEDURES

A. Opening Occurs

1. The hiring supervisor will complete an Employee Vacancy Justification Worksheet and Job Posting Form then forward to the Division Director for approval.
2. Once approved, the Division Director will forward the worksheet to the City Manager for approval.
3. Approved requests will be forwarded to Human Resources who will notify the hiring supervisor of approval. Denied requests will be communicated to the Division Director by the City Manager.
4. The hiring supervisor will update job description essential duties and percentage of time spent on duties. Human Resources will complete the job description.
5. The Division Director and/or hiring supervisor, together with the Human Resources Department will compile a candidate profile.

B. Position Posted

The Human Resources Department will notify appropriate outside recruiting sources and notify City employees by way of a weekly posting flyer and the BI-weekly employee newsletter.



C. Position Closed

1. The Human Resources Department will screen incoming applications or resumes to identify candidates who meet minimum requirements of skills and abilities.
2. Qualified applications/resumes will be sent to hiring supervisor for review.

D. Selection Process

1. The hiring supervisor will conduct a valid, job related employment review of applications. For each applicant, determine whether there is:
  - a. no further interest: instruct Human Resources to properly notify the candidates.
  - b. possible further interest: hold interviews with other candidates.
  - c. definite interest: coordinate interview process and schedule interviews.
2. The Human Resources Department will coordinate appropriate testing, if applicable, as required for each position.

E. Extending an Offer

1. *Personnel Action Form (PAF)*

The hiring supervisor will make the final selection and send a completed PAF with effective date blank, to the Human Resources Department.

2. *Salary*

The hiring supervisor and the Human Resources Department will determine an appropriate salary for the candidate. The Human Resources Department will assist the hiring supervisor with preparing a verbal offer of employment to be followed by a written offer of employment.



3. *Drug Screen*

All offers are contingent upon the applicant successfully passing a pre-employment drug screen, criminal background check, and written verification from applicant of eligibility to work in the United States.

- a. The applicant will be required to complete the drug screen within 48 hours of the verbal offer. If an applicant fails to complete the screen within 48 hours of the verbal offer they will be disqualified and the employment offer rescinded.
- b. The Human Resources Department will contact the hiring supervisor when results are received to obtain a start date for the applicant.

4. *Reference Check*

The Human Resources Department will ensure that the applicant's qualifications are verified and that reference checks are conducted on the final applicant for all non-public safety positions when notified by the hiring supervisor.

5. *Background Check*

- a. Criminal background checks will be conducted on all candidates for City employment (full-time, part-time, seasonal, temporary and interns).
- b. The Human Resources Department will contact the applicant to obtain their birth date and any other information needed for the purposes of conducting a criminal background check.
- c. Commission and/or convictions, including deferred adjudication and/or deferred prosecution, of a crime other than a minor traffic violation will be reviewed based on the nature of the offense and the relativity to the employee's job responsibilities and may render the applicant ineligible for employment with the City of Georgetown.



4. *City Manager Approval*

The Human Resources Department will review the PAF and forward it to the City Manager for approval. The City Manager will not sign a PAF that has not been fully completed and approved by the Human Resources Department.

5. *Job Description*

The Human Resources Department will forward an updated job description to supervisor. Within two weeks of start date, supervisors will review the job description with employee, sign, date, and forward to employee's personnel file.

VI. FOLLOW-UP AND DOCUMENTATION

A. Candidates not selected

The Human Resources Department will promptly notify candidates who are not selected for employment. Interview notes for all interviewed candidates will be kept according to our record keeping criteria (See Section VI.C. of this policy).

B. Employment Eligibility Verification

1. Each employee hired must provide proof of employment eligibility as prescribed by rules adopted by and on forms provided by the Immigration and Naturalization Services. Each employee must furnish proof of eligibility to work in the United States and complete the I-9 form within 72 hours of employee's first day of work.
2. No person will be retained after the 72-hour period who is unable to provide proof of employment eligibility.

C. Record Keeping Criteria

Applications will be retained for a period of six months in the Human Resources Department, then, the applications will be placed in storage for a period of no less than two years, then destroyed.