

Subject: Recruitment & Selection Process

Date: September 1, 2010

Pages: 1 of 2

Replaces Procedure Dated: N/A

PURPOSE: This procedure is established to define the recruitment process to be used to identify, screen and select candidates to fill vacancies in County employment.

SCOPE: This procedure applies to all Human Resources staff charged with the responsibility of providing recruitment support to any of the Departments and Offices of appointed or elected officials in Pinal County.

Policy and Practice: It shall be the Policy and Practice of the Human Resources Department to adhere to the Federal Uniform Guidelines on Employee Selection Procedures and to apply Behavioral Interviewing techniques to the interview and selection process that are administered through Human Resources. Notwithstanding the guidelines contained herein, the recruitment and selection of candidates for employment into covered positions in Pinal County will be conducted in full adherence with the Pinal County Merit System Rules. In the event of a conflict between this procedure and the Pinal County Merit System Rules, the Merit System Rules will prevail.

Procedure: Pinal County provides an on-line Requisition and Applicant Processing Program which will be used to submit requisitions, post employment opportunities, accept on-line employment applications, screen applications, transmit applications to the hiring authority, and enter new hire information to initiate the onboarding process.

Departmental Responsibilities: It shall be the responsibility of each Department and Office in Pinal County to designate an individual to enter requisitions into the on-line system (Initiator) and another individual to approve requisitions for submission to Human Resources on-line (Approver).

Human Resources Responsibilities: It shall be the responsibility of the Human Resources representative assigned to support designated Departments and Offices to review requisitions received from the supported locations to ensure all information on the requisition is accurate, and to assign a requisition number, the representative will then forward the requisition to the Human Resources Manager for approval. The Human Resources Manager will verify the information on the requisition and forward the requisition to the Budget Office for their approval. The Budget Office will review the requisition for compliance with all Budget constraints. If the Budget Office approves the requisition it will be returned to the Human Resources Representative who will post the vacancy on the County Jobs website for the designated period. If the Budget Office rejects the requisition it will be returned to the Department or Office of origin.

All job postings for positions covered by the Pinal County Merit System must be posted in accordance with the provisions of Rule 4 of the Pinal County Merit Rules for a minimum of 5 working days. However, a department or office may request that a posting remain active for any specific designated period in excess of 5 days or that it remain open until filled. If a posting is to remain open until filled, a statement will be entered onto the requisition that states, "*This announcement may be closed as soon as a sufficient number of qualified candidates has applied*". If a job posting is for a position that is grant funded, the

announcement must state that the position is Grant funded and that continued employment is contingent upon available funding. Likewise, if the job posting is for a position that is not covered under the Pinal County Merit System the announcement must contain the following explanation in the instruction to applicants section, *“This position is not covered under the Pinal County Merit System. Incumbents in this position serve at the pleasure of their respective Appointing Authority. The employment relationship of incumbents in this position is “at will”; the employee may be terminated at any time, for any reason, with or without cause.”*

As applications for posted positions are received, it will be the responsibility of the assigned Human Resources Representative to review the qualifications of the applicant against the stated minimum requirements contained in the job announcement and make a determination that the applicant either does or does not meet those minimum requirements. Only applications of those applicants who meet or exceed the minimum qualifications for a specific position will be referred to the hiring department for review.

Upon request, and whenever possible, the assigned Human Resources representative should assist the hiring department in the preparation of behaviorally based interview questions and the interview rating process, scheduling of interview sessions, and participation on selection panels. Once a finalist has been identified, the Human Resources representative will initiate and coordinate the background checking process. In general only after receipt of an acceptable background investigation should an offer of employment be extended. Offers extended prior to receipt of the completed background investigation process must be extended “contingent upon receipt of a satisfactory background investigation.” The Human Resources representative will prepare the formal offer letter.

Testing

The Uniform Guidelines on Employee Selection Procedures requires that employers use selection processes that are supported by Content, Construct, or Criterion-related validity studies and employers must be able to produce the study documentation upon request. For this reason “locally produced written examinations” must not be used in any selection processes in Pinal County. Where written examinations are desired, they should be procured from vendors and/or suppliers who are able to provide the necessary validity studies to show that the examinations have the desired predictive validity.

When the status of an application changes, the Human Resources representative should enter the status change into the online system to ensure the appropriate notification is made to the applicant. When a selection decision is made, the status of the remaining finalist candidates should be changed to “Not hired” to ensure all are notified of the selection decision. Once the offer of employment has been accepted, the online hiring proposal is to be completed and submitted to the Department approver for final approval. All documentation resulting from the conduct of an interview process must be retained by the hiring department for the period of time designated by the Arizona State Library, Archives and Public Records, record retention schedule.