

RECRUITMENT PROCEDURE

As of 06/10/2011

1. Requisition

For PT/FT positions - Prepare a Justification Memo following the template provided. Log in to NEOGOV Online Hiring Center. Click on *Open New Requisition*. Click on the title of the position you are requesting to fill. Review the job description for accuracy, especially the minimum qualifications. If there are any changes, please contact HR before proceeding. Click the *Back* button on your browser. Find the title again. This time, click on *Create New* in the right-hand column.

Please make sure the Requisition includes the following information (most is required to proceed): Number of Vacancies, Account Number, Days/Hours Worked (the more information the better, this will go in the announcement), Starting Date Requested (in most cases this is the starting date of the program or orientation date), Hiring Manager (main contact that should receive the applications). If this is a replacement position, please list the person you are replacing; the position number is the former employee's ID number.

Approvals (for new requisitions): Department Head, Budget/Joyce, Finance/Pat, CMO/Charles (click the button for *Final Approval*). The names should appear in the right column, click each name to highlight it in blue or it will not allow you to proceed.

Click *Save*. You will now be able to review the information you submitted. At the bottom of the screen, please upload your justification memo as an attachment. Then click *Edit* in the upper-right corner, scroll to the bottom and click *Save and Release*.

Now you will be able to watch the progress of your requisition. Click *My Requisitions* at the top, then *Show Approval Detail* and you will see who has approved the requisition and when. You will also receive an email on each requisition as each person has approved it. This setting can be changed if you want to check the status on your own and not receive the emails. If there are any questions or concerns, the requisition will be return to you for modification.

Standing Requisitions - For many PP/TM/TS (sub) positions, Standing Requisitions are routed annually as described above. Then when the positions need to be filled, the Hiring Manager will follow the same procedure above without preparing and attaching the justification memo. Approvals (for standing requisitions): Department Head (*Final Approval*). The name should appear in the right column, click the name to highlight it in blue or it will not allow you to proceed. Click *Save and Release*. If the Department Head is the requestor, please submit with *No Approvals*.

2. Posting

HR will work with you on creating Supplemental Questions unique to each position and posting. (This can be done far in advance, or while the requisition is being routed). These questions are used to automatically screen for minimum and desired qualifications (age, education, experience, certifications, etc.) as well as availability, interest, etc. The time you spend on these questions, will pay off when you don't have to contact each applicant to ask the basic questions prior to an interview.

Upon receiving the approved requisition and Supplemental Questions, HR will post the position (internally, externally or to returning staff). If this is a temporary position, posting/advertising is not required and the Hiring Manager may select a candidate for the position; however, every other step must be followed.

3. Application Processing

Once the position has been posted, all applications must be submitted through NEOGOV. If this is a seasonal position, HR will request a list of returning employees (if applicable) from the Hiring Manager and email the appropriate to link to those individuals. If you are head hunting, HR will send the information and link to the Hiring Manager to forward on to the desired applicant(s).

4. Application Screening

With agreement of the Hiring Manager, HR will screen the applications periodically as they are received OR following the closing date. This screening includes, minimum and desired qualifications (based on the Supplemental Questions) and residency (if required). It is the Hiring Manager's responsibility to further review the applications and select those that will proceed to the next step (either testing or interviews). Please let us know if any other staff will be screening the applications and they will be set up with a NEOGOV account. **DO NOT SHARE YOUR PASSWORD.**

You will receive an email from NEOGOV each time applications are referred to you. Please log in to the Online Hiring Center. Click on *My SME Review*, then the position *Title* and applicant *Name*. Please review the application, supplemental questions and any attachments. Above the right corner of application click *Show Candidate Disposition*. In the *Comments* box, you may type in any notes you would usually list on a sticky note or the application. The comments will be permanently attached to this public record, so please make sure they are appropriate and job related. You may include notes about who you would like to test/interview in this box, or send over a list of those applicants to HR.

It is possible to go back to "the pile" at a later date if you wish, but we like to let people know their status as soon as possible after the initial screening. Our guidelines say that we will notify all applicants within two weeks of the closing date.

5. Testing

If testing is required or desired for a position, you may contact the candidates directly, or HR can set-up auto-scheduling through NEOGOV. Auto-scheduling notifies the candidates they have been selected and provides instructions for selecting an appointment. When all candidates have responded, a confirmation email is sent to remind them of the time and location of the test as well as any other specific instructions (what to bring, who to ask for, etc.).

At this time, the auto-scheduling feature is not available for the Hiring Manager to use in the *Online Hiring Center*. This feature saves a considerable amount of staff time, so please consider using it when possible.

If you are conducting your own testing, please track the test type, test date, candidate score and total possible score. All of this detail will be entered into NEOGOV by HR following the testing. Again, all candidates are notified by HR within two weeks of the testing.

If HR is conducting the testing, we will notify you of the scores and candidates that have passed. In many cases, the Hiring Manager provides the interview schedule upfront and we will take care of that scheduling for you as testing is completed.

6. Interview

Auto-scheduling through NEOGOV is also available for interviews. If you would like to use this feature, please provide the location(s), day(s), time(s), length of interview, breaks and any special instructions when submitting the candidate names selected for interviews. HR will send the applications and completed interview schedule to the Hiring Manager and a confirmation to each applicant. Interviews should be conducted by the Hiring Manager, HR (for benefitted positions) and any other appropriate staff member(s). There must be at least two staff members involved at all times.

Prior to the interview, please have the candidates read the Job Description and complete the appropriate Background Questions. During the interview, please ask for a signature on the application. Advise the candidates that they will receive an email or phone call from HR within two weeks. Interviews are scored and notes completed as soon as possible following the interview. Please make sure the score sheets are totaled and signed. Do not include any medical information that might be mentioned on the interview notes. Also, please provide as much information as possible in the notes so that other Hiring Managers will know whether to consider the applicant for future positions. Return everything to HR indicating who has been selected to proceed further, who is on the eligibility list, and who is not selected. HR will contact the selected candidate(s) to verify reference information and/or notify the candidates that are not selected. Again, all applicants should be notified within two weeks of the interview.

7. Hiring Approval Memo

Using the templates provided by HR, please route an individual Hiring Approval Memo for each selected candidate. Please read the memo carefully to ensure all information is provided. HR can provide the statistics for the recruitment (total aps, # qualified, # withdrew, etc.).

The selected candidates are contacted by HR and asked to complete the applicable background release forms. This includes the nepotism question. HR will notify you if the candidate is/is not related to any City & County of Broomfield employee so the information can be included in the Hiring Approval Memo.

Memos are then routed through the Department Head. If you are requesting to hire a new applicant above the minimum, please complete the salary justification section including the approval line for Joyce Alberts, Budget Manager. If you are requesting to pay more than the previous year's rate plus any applicable merit increase, please complete the salary justification section including the approval line for Joyce Alberts, Budget Manager. Memo is next sent to Joyce (if needed) or to HR.

8. Background Check

HR will perform the following on all candidates unless otherwise indicated: Local Criminal Background, State Court Record Search, Local/State Sex Offender Registry, Employment Verification (seven years), Personal References (if needed), Driving Record (if applicable). If the candidate has lived outside of Colorado in the last five years, a National Background Check, Sex Offender Registry, DMV check (if applicable) will be completed. If this is a returning employee,

only employment since separation from Broomfield will be verified and no personal references will be checked. All other steps will apply to returning employees. If the candidate is under 18, we will not complete any background check or references.

9. CVSA/Polygraph

If required for the position, HR will coordinate the CVSA schedule with the candidate and the PD. When the CVSA is complete, the PD will forward the report to HR as soon as possible. HR will review the report and discuss any concerns with the Department Head. CVSAs are not conducted on candidates under 18 years of age. CVSAs must be renewed every three years on returning applicants.

10. Hiring Approval Memo

If all background and CVSA results are acceptable, the Recruiter will sign and route the Hiring Approval Memo to Suzanne and Charles (if a relative).

11. Drug Screen

When the memo is approved, HR will provide instructions for the drug screen. Parental signature is required for candidates under 18.

12. Orientation

Once drug screen results are received, HR will contact the candidate to schedule an orientation and provide instructions. Employees will watch the orientation presentation, complete payroll paperwork and receive an employee badge (if applicable). Orientation time should be paid; please include 30 minutes on the first timesheet.

13. Departmental Notification

Following orientation and successful completion of all required paperwork, HR will notify the Hiring Manager that the employee is cleared to start working.

14. Fingerprints

All new employees (over 18) are required to be fingerprinted within one week of hire. They will be given the card, instructions and available times during orientation. The employee must return the completed fingerprint card to HR as soon as possible. Applicants being considered for employment within the Police Department will be fingerprinted as a part of the background process.