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| <b>POLICY ID: HR-XXX</b>                                                                                                                                                                                                                        |  | <b>TITLE: Filling Positions: Procedure</b> |                                                  |
| <input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION                                                                                                                                                                  |  | <b>APPROVED BY VILLAGE BOARD:</b>          | <b>DATE:</b>                                     |
| <b>EFFECTIVE DATE:</b><br>Original:<br>Revision-1:<br>2 <sup>nd</sup> Revision:                                                                                                                                                                 |  | _____                                      | _____                                            |
| <b>APPLIES TO:</b>                                                                                                                                                                                                                              |  | REPRESENTED EMPLOYEES<br>ELECTED OFFICIALS | Non-REPRESENTED EMPLOYEES<br>APPOINTED OFFICIALS |
| <i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i> |  |                                            |                                                  |

## FILLING POSITIONS – PROCEDURE- *HR-XXX*

- 1 . The Village Administrator completes post the position that is available.
2. The Village Administrator creates questions to ask all candidates.
3. The Village Administrator creates an interview team.
4. The Village Administrator finds a candidate and informs the VB on the candidate and details regarding compensation in close session.