



## STAFF REPORT

### Staff Report

**To:** Mayor and City Council

**From:** Karmen Schmierer, Deputy Clerk/Treasurer

**Date:** April 1, 2026

**Re:** Internal Hiring Process – Single Applicant Consideration

### Background

The City recently conducted an internal recruitment process for a posted position and received a single qualified applicant. While only one application was submitted, it remains important that the City follow a consistent, fair, and well-documented hiring process to ensure transparency, accountability, and alignment with City policy and best practices.

### Purpose

The purpose of this report is to outline the recommended process for evaluating and potentially appointing a single internal applicant, ensuring the process reflects the same level of diligence as a competitive recruitment.

### Recommended Process

#### 1. Candidate Evaluation

The applicant should be evaluated against the established job description, including required qualifications, skills, and experience. Any gaps or areas for development should be identified and documented.

#### 2. Formal Interview Process

A structured interview should be conducted using standardized questions appropriate to the position. When possible, a panel approach is recommended to ensure balanced evaluation and input.

#### 3. Internal Reference and Performance Review

As an internal candidate, the applicant's personnel file, past performance evaluations, attendance records, and any relevant disciplinary history should be reviewed. Input from the current supervisor should also be considered.

#### 4. Determination of Candidate Readiness

Based on the evaluation process, one of the following determinations should be made:

- **Qualified:** Candidate meets all requirements and is recommended for appointment.
- **Conditionally Qualified:** Candidate may be appointed with a defined training plan, performance expectations, and/or probationary period.

The City of Sidney is an equal opportunity employer and provider.

- **Not Qualified:** Candidate does not meet minimum requirements; the position may be reposted internally or opened to external applicants.

#### **5. Documentation of Hiring Decision**

A written record should be maintained outlining:

- The recruitment process
- Number of applicants received
- Evaluation steps taken
- Rationale for selection or non-selection

This documentation supports transparency and provides a clear audit trail.

#### **6. Required Approvals**

All necessary approvals should be obtained in accordance with City policy. This may include approval from the Mayor, City Council, and/or budget confirmation, depending on the position.

#### **7. Formal Offer of Employment**

If approved, a formal offer or appointment letter should be issued outlining:

- Position title and reporting structure
- Compensation
- Start date
- Probationary or trial period (if applicable)
- Performance expectations and evaluation timeline

#### **8. Internal Communication**

Following the hiring decision, internal communication should be provided to staff indicating the position has been filled. Communication should remain professional and neutral, reinforcing that a fair and consistent process was followed.

#### **Fiscal Impact**

The fiscal impact of filling the position will be consistent with the approved budget for the role. Any changes to compensation or classification will be addressed through standard budgetary processes.

#### **Recommendation**

Staff recommends proceeding with the outlined evaluation and selection process to ensure a fair, consistent, and transparent approach to internal hiring, even when only one applicant is received.