

 City of WHITewater		Recruitment and Selection			
Owner:	HR Manager	Approving Position:	Common Council	Pages:	3
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Special Instructions:	III. B. 17. added regarding the hiring of department heads.				

I. Policy

The City of Whitewater has established a recruitment and selection process that is intended to result in the hiring of employees on the basis of skill, training, ability, attitude and character without discrimination. The City is an equal opportunity employer. The selection process works to match the best person to the position available. The best person will have the necessary skills and ability and also will be someone that is comfortable working with our team to achieve the City's goals.

Recruitment, application and selection of individuals for employment with the City will be done in accordance with equal employment opportunity laws and regulations.

II. Guidelines

- A. The City Manager authorizes positions to be filled and the position must appear in the Staffing Resolution adopted by the City Council before a recruitment and selection process can be undertaken. Limited term positions are exempted from these requirements.
- B. The Police and Fire Commission holds the authority for recruiting and selecting protective service positions within the Police Department.
- C. The Library Board through the Library Director holds the authority for recruiting and selecting Library employees. Therefore, for those Departments, the following process may or may not apply.
- D. Immigration Reform and Control Act of 1986 (IRCA)
 1. This federal law intends to reduce illegal immigration by removing employment opportunities for those who are in the United States illegally.

2. Under this law, the City may only hire citizens and aliens who are authorized by the Immigration and Naturalization Service to work in the United States.
3. To comply with this law, applicants for City positions may be informed that, if offered employment, they may be required to attest, under penalty of perjury as to their employment eligibility and produce an original document or documents which are genuine and legally acceptable to establish their identity and employment eligibility, as listed on the I-9 Form of the Immigration and Naturalization Service.
4. No inquiries may be made regarding citizenship or natural origin.
5. Exception: the verification requirements of ICRA do not apply to persons in continuous employment with the City since November 6, 1986 or earlier.

III. Procedures

- A. The procedures being described in this section will be used for all regular full and part time positions that the City Council has funded through the annual City Budget.
- B. The following steps are included in the recruitment and selection process:
 1. The Department Director notifies the Human Resources Department that a City Manager authorized position is vacant.
 2. Internal posting is generally done for all City positions.
 - a. If the situation so requires, the Human Resources Department may initiate both internal and external advertisement of an open position.
 - b. Where applicable collective bargaining agreements will be followed.
 3. The Human Resources Department will forward the applications of all qualified individuals from the internal advertisement to the Department Director for review.
 4. Vacancies may be filled from within by promotion, transfer, or demotion of qualified applicants whenever practical and whenever in the best interests of the City.
 5. Vacant positions will not necessarily be advertised externally if a qualified applicant is found by reviewing the active application file or through internal recruitment.
 6. The active application file consists of a file of applications submitted within the last 12 months during previous recruitment efforts.
 7. The Human Resources Department will forward active file applications to the Department Director as well as those resulting from internal posting.
 8. The Human Resources Department will list job openings with appropriate external sources.

9. Individuals who wish to be considered for advertised positions are required to complete an online application.
 - a. Individuals with a current application on file with the Human Resources Department may have their application considered by notifying the Human Resources Department of their interest.
 - b. Current City employees may apply for these positions and may be considered with other external applicants.
10. After recruitment has been closed, no subsequent applications may be accepted or referred. If a position is not filled, and the Department Director requests more applications, the position must be re-opened to allow all interested individuals an opportunity to be considered.
11. An application will remain active for one (1) year.
 - a. The application process shall be subject to the open records law of the state of Wisconsin.
 - b. The identity of an applicant can remain confidential under the Wisconsin Statutes if the applicant makes such a request in writing.
 - c. When an applicant becomes a finalist for a position, the identity may then be disclosed as required by law.
12. Following prescreening, the Human Resources Department forwards applications to the Department Director. The Department Director and the Human Resources Department selects those applicants desired for an interview.
13. Interviews are arranged and conducted.
14. The Department Director notifies the Human Resources Office if pre-employment testing and/or post offer pre-employment physical examinations are required. An applicant may be examined by a doctor of the City's choice at the City's expense.
15. A criminal background check and a detailed reference check regarding the education and employment history of the final candidate(s) will be conducted.
16. A final selection is made and the applicants are notified of the selection.
17. Upon commencement of the hiring process for a department head position, at least one council member will be invited to participate in the initial ranking of candidates. Preference will be given to council members who serve on the committee most related to the position of the department head. (For example, one Council member of the Public Works Committee would provide initial rankings for the Director of Public Works position.) Following the initial ranking phase, the top candidates for the head position will be identified and a council member meet and greet session will be organized wherein top candidates will have the opportunity to engage in informal discussions with council

members. The purpose of the meet and greet session is to allow council members to interact with the candidates, ask questions, and gain further insights into their qualifications, experience and suitability for the role. Ultimately, per statute, the final hiring decision will rest with the City Manager, based on the candidates' qualifications, performance in interviews, and alignment with the organization's needs and values.

IV. Reporting

- V. Job Aids – NEOGOV HR software automates the entire hiring and performance evaluation process, including position requisition approval, automatic minimum qualification screening, test statistics and analysis, and EEO reporting.