



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION <b>301</b>	SUBJECT <b>RECRUITING/SELECTION PROCESS</b>
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## **I. RECRUITING AND SELECTION**

It is the desire of the City of Newport News to recruit and hire qualified applicants for position openings. Selections for employment will be made from among applicants who meet the qualifications for the position which are defined in the job description. A thorough, job-related selection process will be conducted by the department head or designated hiring manager to identify the candidate who most closely meets the requirements of the particular position.

## **II. OUTLINE OF RECRUITING AND SELECTION PROCESS**

The following steps must be followed to ensure that an appropriate recruiting plan is developed and that a job related selection process is used to select qualified applicants for employment. The Personnel Department is available to assist with each step of this process.

### **A. Preparation for Recruiting**

Prior to recruiting for a vacancy, the requisitioning department must review the existing job description and update it, if necessary, or, if a job description is not available, the department must develop an interim job description. Any changes to an existing job description or the development of an interim description must be coordinated with the Personnel Department. In conjunction with the review of the job description, the requisitioning department must identify and document the essential functions and physical demands of the position. (See Section 302, Recruiting.)

### **B. Requisition Process**

Once the job description is established and the Essential Functions/Physical Demands Form is completed, the department may begin the recruiting process by entering the requisition in the automated Requisition/ Application Tracking system. (See Section 302, Recruiting.)

### **C. Recruiting Plan**

Prior to advertising for an opening, a recruiting plan should be discussed with the Personnel Department to determine advertising options available. In some cases, advertising may be waived or an existing register list may be utilized. (See Sections 302, Recruiting; 303 Applicant Registers; and 306, Transfer/Reassignment of Employees.)

AMENDS/SUPERSEDES NEW	REFERENCES	APPROVAL
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**D. Applicant Screening**

Prior to screening applications to select those applicants who will be considered further, the department must develop a job-related screening and evaluation process. All components must be linked to the essential functions and the required knowledge, skills, and abilities. (See Section 304, Selection Process.)

**E. Selection Process**

The department will develop a selection process which will include at a minimum an interview of the candidates who appear to most closely meet job criteria. Additional screening and evaluation methods may be used. (See Section 304, Selection Process.)

**F. Selection**

The selection for a job vacancy is made by the department head or designated hiring manager based on job-related criteria. Additional requirements such as reference checks, criminal records checks, sex offender checks, and the like are stated for some jobs. Documentation supporting the selection must be provided. (See Section 305, Selection Decision/Job Offers.)

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