



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

9/1/99

SECTION <b>303</b>	SUBJECT <b>APPLICANT REGISTERS</b>
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An applicant register is a list of applicants which is readily available to departments. When a vacancy occurs for a job covered by an approved register, the vacancy may be filled from the appropriate register.

The establishment of an applicant register for a specific job shall cover posting, advertising, length of time the eligibility list will remain in effect, evaluation and selection procedures, and any special provisions and requires the approval of the Director of Personnel. The Personnel Department will assist departments in developing registers of applicants. However, such established policies and procedures may be superseded by the Director of Personnel in certain compelling situations such as the reassignment of employees with disabilities covered under the ADA as an accommodation, and the placement of employees affected by a reduction in force or reorganization.

Certain applicant registers are established for vacancies occurring during a specific time period. Specific policies and procedures governing the register will be jointly developed by the department head and the Director of Personnel. If, during the course of the period covered by the register, the department head determines that the applicants remaining on the register do not fully meet standards for that job, the department head, in consultation with the Director of Personnel, may initiate the establishment of a new register. The department head is not obligated to fill vacancies which occur during the period covered by a register.

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AMENDS/SUPERSEDES SECTION 303, DATED 2/1/90	REFERENCES	APPROVAL
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