



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

2/1/06

SECTION 305	SUBJECT SELECTION DECISION/JOB OFFERS
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I. SELECTION DECISION

The department head or designated representative will make a selection decision after considering the following:

- A. Information developed in the entire selection process, including tests, interviews and other assessment processes;
- B. Performance, conduct, and employment records, if a former or current employee;
- C. Reference information from previous employers and personal references (See Section 307, Reference Checks);
- D. Education, training, certifications and licenses;
- E. All checks required of persons for positions which require driving a City vehicle or a commercial motor vehicle. (See Section 309, Commercial Driver's License Checks);
- F. Pre-employment background checks for positions requiring such checks. (See Section 308, Pre-Employment Background Checks);
- G. Other relevant factors regarding the candidate's qualifications and suitability for the job such as special skills, experience, and licenses not required for the job but of benefit to the City or the organizational needs of the department.
- H. Status as an honorably discharged military veteran shall be taken into consideration. When all other relevant qualification factors are equal between a veteran and a non-veteran who are the top finalists for a position, preference shall be given to the veteran.

Selection for any position vacancy may not be based on age, race, gender, national origin, religion or any other non-job related factor, unless such factor is a bona fide occupational qualification.

AMENDS/SUPERSEDES SECTION 305, DATED 9/1/99	REFERENCES	APPROVAL
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II. DOCUMENTATION

Documentation of the selection process is necessary to provide information regarding specific procedures and supporting rationale for the selection of a candidate for a particular position. The requisitioning department is responsible for submitting original documentation to the Department of Human Resources, as follows. (Copies of the selection information, with the exception of the reference check results, may be retained in departmental files.)

- A. Candidate Selection Recommendation Form or Equivalent.
- B. Candidate Evaluation Form for each candidate interviewed/evaluated.
- C. Written salary justification if the recommended salary for a new employee is above the entry rate for the salary range of the position. The Director of Human Resources is authorized to approve salary offers of up to 10% above the entry rate.
- D. All documents pertaining to the screening and evaluation method(s) used including pre-screening criteria or exercise, interview questions, written/oral exercises, practical skills exercises, and screening and evaluation materials.
- E. Completed reference check forms.
- F. Completed, notarized release form when a criminal records check is required.
- G. Completed Sex Offender and Crimes Against Minors form and Social Services Child Abuse and Neglect Central Registry Search form when required.
- H. Copies of candidates' DMV driving records when a driver's license is required for the position.
- I. All original application materials and resumes. A fully completed City of Newport News application for employment must be obtained from applicants interviewed. Resumes alone will not suffice.
- J. A signed release form is required to authorize the release of drug and alcohol testing information from former employers for CDL positions. An employment application supplement is also required.
- K. Any other materials used in the selection process.

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III. HUMAN RESOURCES REVIEW PROCESS

Following receipt of the completed selection package as described above, a Department of Human Resources representative will review the recruiting and selection process to ensure that appropriate procedures have been followed and that appropriate documentation is provided. In cases where there are discrepancies or questions regarding the procedures, documentation, or selection, the Department of Human Resources will contact the requisitioning department for required information.

The Department of Human Resources shall forward the following selections to the City Manager for approval:

- A. Recommendations for starting salary rates for new employees which are more than 10% above the entry rate for the salary range of the position.
- B. Selections for assistant department head, department head and executive staff positions.

IV. JOB OFFERS

When all selection package information is in order, the Department of Human Resources will extend the job offer. The Department of Human Resources will issue an offer letter to the person selected confirming rate of pay, effective date, and any conditions of the offer such as an acceptable background and driving record check, an acceptable post employment medical evaluation, and negative controlled substances and alcohol testing. In certain cases, the requisitioning department may be granted approval from the Department of Human Resources to issue an offer letter.

All required checks for persons selected for Conservator of the Peace positions shall be completed prior to the person starting work. The job offer shall state that employment is conditioned upon obtaining designation as a Special Conservator of the Peace.

V. STATUS CHANGE NOTICE

When a current City employee is selected for a job opening within the same department, a Status Change Notice must be submitted to the Department of Human Resources. In cases where the employee is transferring to another department, the employee's current department is responsible for initiating the Status Change Notice and forwarding it to the employee's new department for completion and forwarding to Human Resources.

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