



### Procedure Purpose

To fill a vacancy created by a resignation, retirement, promotion, termination or a newly authorized position, in accordance with an approved staffing plan.

#### I. General (Roles)

- a. Hiring authority: Coordinate recruiting needs with departmental personnel payroll administrator (PPA) or other designated staff.
  - i. Ensure there is an approved vacancy and FTE (ask PPA).
  - ii. Complete & submit a position requisition form.
  - iii. Work with the HR consultant to develop screening tools to assist in selection. These may include:
    1. Interviews
    2. Writing, computer, equipment or other tests
    3. Reference Checks
  - iv. After a position has closed, the HR consultant will screen applications for minimum requirements. This screening process takes three to five business days, depending on the amount of applications received. The hiring authority may conduct the initial screening for minimum qualification with HR approval. This usually only occurs in the case of a specialized knowledge or expertise and for appointed, seasonal and hourly positions.
  - v. Select applicants for examination and update the system accordingly. The hiring authority or designee will contact the applicants selected and schedule appropriate processes (interviews, tests, etc).
  - vi. When the hiring decision is made, contact the HR consultant to determine appropriate salary.
  - vii. Offer the position contingent on passing the required drug screen, criminal background check, physical exams (when appropriate) and/or credit checks (when appropriate). Please allow 2-4 days for drugs test results, physicals and background checks. Applicants are not allowed to start employment until successful completion of all required tests is finalized.
  - viii. Hiring authority must update the system once a final decision has been made.
  - ix. All documentation and notes for the applicant hired should be sent to human resources to be filed in the employee's personnel file. Documentation and notes for all other applicants should be retained by hiring authority for 2 years.
- b. Applicants: Applicants apply online by visiting the city's website ([www.slcgov.com/HR](http://www.slcgov.com/HR)). Applicants who do not have access to computers may use computers available in the human resources department office in the City and County Building (Room 115).
- c. PPA:
  - i. Complete the online requisition.
  - ii. Enter the employee into the system after the completion of all required tests is finalized.
  - iii. Schedule a time to meet with the new employee to obtain necessary paperwork and notify the employee of new employee orientation. This may be completed by the timekeeper for the division.
- d. Human Resources:
  - i. Prepare and post the position based on the information provided in the requisition.
- e. HR Consultant:



- i. Assist the hiring authority with decisions on where to post a position, screening tools, and job offers.
  - ii. After the closing date, screen applications for the minimum qualifications. This screening process should take no more than three to five business days, depending on the amount of applications received. If the hiring authority requests to conduct the initial screening for minimum qualification and HR approves, clarify the screening criteria, procedures and the requirements to document decisions for each applicant with the hiring authority.
  - iii. Once the applicants are screened for minimum qualifications, forward a list of the certified applications to the hiring authority for selection processes by the department.
  - iv. Send letters notifying the applicants of their status. This includes their application was received, they were not certified, those who are not selected for an interview, and those who were interviewed and not selected.
- II. Additional information:
- a. In accordance with the AFSCME MOU, positions covered by the AFSCME MOU must be posted internally for at least five (5) business days. This provision does not apply to civil service positions in fire and police since such positions must be announced publicly and tested competitively.
  - b. If a position has been posted within the previous six (6) months, the hiring authority may review and select candidates from that recruitment unless prohibited by civil service rules or union agreements.
  - c. Current employees (including hourly, seasonal and intern) may apply as internal applicants for open positions.
  - d. Applicants on layoff status should contact their HR consultant for positions in which they are interested.
  - e. If a top candidate works or worked for Salt Lake City Corporation within the past seven years, the Hiring Authority may schedule an appointment to review the employee's personnel file in human resources.

Current References:

[3.01.01 Recruitment and Selection](#)

[3.01.02 New Hire and Training Requirements](#)

[3.02.03 Alcohol and Drugs](#)

Approved and passed this 31<sup>st</sup> date of December, 2016