



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: Initiates a request to fill a position and launch a recruitment process, as follows:
 - i. Confirms the availability of an approved position with department or human resources department.
 - ii. Reviews position to ensure job title and classification meet business needs.
 - iii. Communicates any special advertising or job posting criteria necessary for position to assigned human resources consultant.
 - iv. Submits a requisition for position recruitment.
 - v. Specifies applicable recruitment criteria screening and examination tools or processes to be used in the selection process, which may include:
 - 1. Interviews
 - 2. Writing, computer, equipment or other knowledge and skills-based tests
 - 3. Reference Checks
 - vi. With approval from the human resources department, may conduct initial screening of applicants. This usually only occurs when specialized knowledge or expertise is required to identify a qualified applicant pool, or when recruitment is for appointed, seasonal and hourly positions.
 - vii. Selects, notifies, and schedules best qualified applicants who are to be considered for further examination.
 - viii. After a hiring decision is made, notifies assigned HR consultant to determine appropriate salary.
 - ix. Extends job offer contingent on passing the required drug screen, criminal background check, physical exams (when appropriate) and/or credit checks (when appropriate).
 - x. Makes hire selection(s) and closes recruitment in accordance with established business practices.
 - xi. Forwards documentation, including exam notes, created during the examination process to human resources.
- b. Applicant: Submits job application directly through the city’s established applicant tracking system. Applicants who do not have access to computers or who require assistance may contact the human resources department.
- c. PPA:
 - i. Confirms the availability of an approved position.
 - ii. Verifies position information is accurate and correct.
 - iii. Reviews requisition information and inputs additional information, as needed, prior to launch of recruitment process.
 - iv. After hiring selection is made, tracks, reviews, and verifies new hire information and completion of onboarding process.
 - v. Completes employment verification and collection of required new hire documentation.



d. HR Consultant:

- i. Consults with hiring authority to develop an effective recruitment plan, including review of job/position requirements, advertising, screening criteria, selection, and hiring processes.
- ii. Ensures compliance with civil service, collective bargaining contracts, and/or established recruitment business practices.
- iii. Upon close of recruitment process, screens and rates applicant based upon job-related qualifications.
- iv. Notifies and provides hiring authority with certified applicant list.
- v. Assists hiring official, as needed, during selection and hiring process.
- vi. Provides hiring official with relevant wage or salary information necessary to support hire offer.
- vii. Ensures applicants are advised and notified regarding recruitment and application status.

e. Additional information:

- i. 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.
- ii. 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.
- iii. Current employees (including hourly, seasonal and intern) may apply as internal applicants for open positions.
- iv. Applicants on layoff status should contact their HR consultant for positions in which they are interested.
- v. 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.

Approved and passed this 31st date of December, 2016