
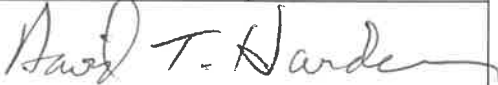


<p style="text-align: center;">City of Marco Island</p> 	ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL		SUBJECT: Recruiting, Interviewing and Onboarding	
	NUMBER PER-03	REVISIONS 1	EFFECTIVE DATE: June 28, 2019	PAGE 1 OF 3
	SUPERSEDES REVISION - N/A	APPROVED BY:  David T. Harden, City Manager		

PURPOSE:

The City of Marco Island is dedicated to creating a highly qualified, culturally diverse workforce focused on serving the internal and external customers. This policy is designed to establish uniform and consistent procedures for recruiting, interviewing and onboarding that adhere to provisions of the Fair Labor Standards Act (FLSA), Veterans Preference Statutes, Americans with Disabilities Act (ADA) and other applicable statutes.

Human Resources is responsible to ensure that all requirements specified in this policy are carried out so that only the most qualified individuals are hired as employees with the City of Marco Island. Selection standards will be job-related, uniformly applied, and provide equal opportunity for all to compete.

DEFINITIONS:

Applicant – Any individual who has applied for a position with the City of Marco Island that has been posted on the City’s website. An applicant may be a current employee who is applying for a new position.

Hiring Manager – Unless otherwise specified by the City Manager, the Hiring Manager is the department head.

Qualifications – Qualifications for each position are listed on the job posting and in the job description.

Testing – Certain positions may require an applicant to successfully complete skills testing before he/she is eligible to be referred for consideration.

Internal Job Posting - Internal postings announce positions, such as promotional opportunities, for which only current employees may apply.

POLICY:

It is the policy of the City of Marco Island to post every open position on the City’s website and to utilize an online application process. Recruitment for Department Heads may require a more stringent process,

as determined by the City Manager. Paper applications are not accepted. Each application will be evaluated against the minimum qualifications of the position and the City will consider only those applicants who meet those qualifications.

Unless approved by Human Resources, interview panels will be utilized to fill each open position. Panels will be designed to provide a diverse group of individuals involved in the hiring decisions.

PROCEDURES:

A. RECRUITING

- a. In order to begin recruiting for any positions – new, vacant, or soon to be vacant – the Department Head will notify the Human Resources Manager via email that there is an open position.
- b. Open positions must have a job description approved by Human Resources. Department Heads who plan to add a new position to the budget must consult with Human Resources to develop the job description for the new position.
- c. Once the job description is approved, the Human Resources staff will consult with the hiring manager to determine the posting requirements. External Job postings are active for a minimum of five (5) days; internal job postings are active for a minimum of seven (7) days. Jobs that may be challenging to fill may be posted as “continuous” and will be posted until filled.
- d. Only applications received through the online system will be considered.
- e. Advertisement on social media, commercial web sites and professional organizations’ job boards is coordinated by Human Resources Staff in consultation with the hiring manager.
- f. Human resources staff reviews the applications to determine which meet minimum qualifications. All applicants meeting minimum qualifications will be referred to the hiring manager for consideration.
- g. Once a position has closed, Human Resources sends a candidate Tracking Report to the Department, listing all applicants who have been referred for consideration, candidates claiming Veterans Preference will be noted.

B. INTERVIEWS

- a. The hiring manager selects and schedules the applicants they want to interview. The interview list must include referred applicants claiming Veterans Preference that are at least as qualified as the other applicants who are selected for interview. Refer to the Employee Resource Guide for specific Veterans Preference Regulations.
- b. Interview questions are reviewed and approved by Human Resources prior to all job interviews. A standard interview form will be used for General Employees, supplied by Human Resources.
- c. Unless otherwise approved by Human Resources, interviews will be conducted by a panel selected by the hiring manager. The goal of the panel is to include a diverse group of interviewers as well as subject matter experts.
- d. Human Resources is responsible to collect and maintain all interview notes, ensure the forms are scored correctly and secure the documents digitally.

C. HIRING AND ONBOARDING

- a. When the interview process is completed, the hiring manager selects his/her preferred candidate based on interview scores, feedback from the panel and the appropriate fit for the team. The hiring manager completes the Candidate Tracking Process indicating the candidates who were interviewed, and the preferred candidate. The hiring manager should create a memo to the City Manager, Department Head and Human Resources outlining the interview process, the selected candidate, the reason for the selection and starting salary or hourly rate. The Department Head must approve the hiring memo. If the department is requesting to hire the candidate above minimum salary, a justification memo to Human Resources must be attached. Starting salary above the minimum must be approved by Human Resources and the City Manager.
- b. Once the candidate and rate are approved, Human Resources drafts the conditional offer of employment letter. Human Resources then contacts the candidate to discuss the job offer. The signed offer letter is sent to the candidate.
- c. The pre-employment process for General Employees is conducted by Human Resources and may consist of:
 - i. Background Screening
 - ii. Pre-employment physical
 - iii. Drug testing for safety sensitive positions as defined in the Employee Resource Guide
 - iv. Verification of employment history and reference checks
 - v. Specialized background checks, special testing, physicals, psychological exams, fingerprinting and polygraphs may be required by Fire Rescue and Police and are handled by the hiring department

The pre-employment process for Police and Fire candidates is managed by those departments.

- d. Any findings on a criminal background screening are reported to the City Manager for review in consultation with Human Resources and the Department Head.
- e. When the candidate has passed all pre-employment steps, Human Resources notifies the department and a start date is selected. Start dates should coincide with the beginning of a pay period.
- f. The hiring department is responsible to send the *New Hire Computer Access* form to Human Resources. Human Resources is responsible for sending the "Hire-Term" email to IT help and attaching the *New Hire Computer Access form* to the IT help ticket.
- g. Key/Prox cards and the employee ID card are ordered by the hiring manager through the Police Department. The hiring manager is responsible for contacting the administrative staff at the Police Department to schedule a time for making the ID card and to provide the New Hire's Name, Job Title, Department, and Start Date.
- h. Human Resources will schedule new employee orientation with the hiring manager within 2 days of the employee's start date.