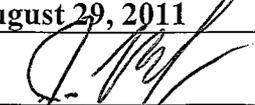


## RECRUITMENT AND SELECTION

Revision Number: 2	Effective Date: August 29, 2011
Supersedes: 200	Issue Date: August 29, 2011
Revision Date: 1-September 5, 2008	Approvals: HR Director:  Commission: 

**PURPOSE**

The County shall provide equal opportunity to all applicants on the basis of ability, experience, and qualifications, without regard to race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, political affiliation, genetic information, or veteran status. The County shall ensure that all applicants receive fair treatment and that employees have the opportunity for promotion.

**SCOPE**

This policy establishes procedures for recruiting, selecting, and hiring applicants and applies to all employees and applicants.

**CROSS REFERENCE**

Human Resource Management, Policy 100  
Equal Employment Opportunity, Policy 200

**POLICY AND PROCEDURE**

1. Recruitment – The HR Director shall advertise open positions after receiving approval for the position from the County Commission. On a case-by-case basis, the Department Head and HR Director shall determine if a position is to be announced internally, externally, or both.
  - A. Internal Recruitment - The HR Director shall distribute job announcements to all County departments and offices, as well as to all individuals on reappointment registers. The timeframe for a job to be open is generally ten (10) business days, however may be shorter or longer, depending on the business need of the department. Internal candidates (current Uintah County employees) may apply for positions by submitting a letter of intent, describing qualifications related to the open position.
  - B. External Recruitment
    1. The Human Resource Department shall conduct external recruitment together with the Department Heads and shall post vacancies publicly in a manner approved by the HR Director. The deadline for external recruitment shall be a minimum of ten (10) business days from the date of

the vacancy announcement for career service positions.

2. If applicants are sought through external recruitment, Department Heads may interview candidates, however, they shall not make a final selection prior to the close of the external recruitment job announcement for career service positions.
3. If a position becomes vacant within six (6) months of the job posting date of an identical position, the Department Head may review the file of the previous posting and select candidates for interviews and selection without posting the new vacancy.

C. The job announcement shall include minimum qualifications, preferred qualifications, essential functions, and list tests or examinations as established for the position.

## 2. Selection

A. The HR Director shall fill only those positions approved by the County Commission for which funds are available.

B. The Commissioners may use discretion in the process for selecting employees for career service exempt (at-will or appointed) positions. Public announcement of career service exempt positions is not required, though it is highly encouraged.

C. Selection for career service positions may be considered by the HR Director concurrently from:

1. Reassignment, transfer, or promotion of qualified county employees;
2. The reappointment register; or
3. The pool of qualified applicants.

D. If two equally qualified applicants apply for a position, selection shall be in the following order:

1. A current County career service employee;
2. An employee from the reappointment register;
3. A former career service employee of the County with positive previous employment records;
4. A former appointed employee or elected official with positive previous employment records;
5. An outside applicant for the position.

3. Rehire

- A. The HR Director may authorize the rehire of a former career service employee, without going through the competitive selection process, if the employee is rehired within twelve months of the employee's prior termination date.
1. A former employee who has been terminated for cause is not eligible for rehire under this section. Documented adverse action in the former employee's personnel file may also be considered by the HR Director and hiring manager.
  2. An employee who is rehired under this section may be required to serve a probationary period.
- B. An employee is eligible to be rehired without going through a competitive selection process only in a former or substantially equivalent position and comparable or lower salary to that formerly held. The former employee must be able to meet the qualifications of the position and must not be unemployed from that position for more than a period of twelve (12) months.
- C. If a position is a "hard to fill" position as determined by the HR Director and the Department Head, the positing requirements no longer apply and a candidate may be sought aggressively.

4. Volunteer service credit may be recognized as work experience for selection for a future County position with similar duties.

5. Testing & Examinations

- A. Examinations shall test job-related knowledge, skills and abilities, and meet requirements set forth by the HR Director. Examinations shall be developed and administered under the supervision of the HR Director or a designee.
- B. The HR Director or designee shall develop procedures for the following:
1. Timely notification to applicants of location, date, and time of the examination;
  2. Reasonable accommodation for disabled applicants;
  3. Disqualification;
  4. Scoring examinations; and
  5. Securing examination scores.
- C. Department Heads shall notify applicants of examination requirements.

- D. Department Heads may screen applicants to determine which are qualified to take the examination.
  - E. All individuals hired for County employment shall be subject to and pass a pre-employment drug screen as a condition of employment.
6. Disqualification of Applicant
- A. Applications shall be signed by the applicants and the truth of all information contained therein shall be certified by the applicant's signature. An application may be rejected if the applicant:
    - 1. Does not meet the minimum qualifications of the position;
    - 2. Is physically or mentally unable to perform the essential functions of the position;
    - 3. Has falsified a material fact on the application or has failed to complete the application;
    - 4. Has failed to submit the application within the timeframe specified on the job announcement;
    - 5. Has an unsatisfactory employment history or poor work references;
    - 6. Has been convicted of a felony; or
    - 7. Has failed to attain a passing score, if an examination is required.
  - B. The applicant shall provide a copy of required certified educational transcripts, certifications, or other documents either with the application or upon hire, at the HR Director or Department Head's request.
7. Spousal Accommodation - In instances when a highly qualified or desired applicant is being recruited, the Department Head should consult with the HR Director in order to accommodate spousal employment where possible.
8. Applications, examinations, and records for all positions shall be retained by the HR Director for at least two years.