



Weber County Human Resources Policy 2-300 Recruitment and Selection

I. Purpose

This policy establishes a process to fill job vacancies in Weber County.

II. Policy

Weber County's policy is to hire according to merit principles found in the County Personnel Management Act, [Utah Code 17.33](#).

III. Procedures

A. Vacancies

1. If a vacancy occurs in any position in any County department or if new positions are established and new employees are needed, a written request must be submitted to Human Resources. This request shall state the number of positions to be filled in each class, identifying each class title and all other pertinent information.
2. The Human Resources Department, in consultation with the hiring manager, will determine a recruitment strategy for each job vacancy. A recruitment strategy involves:
 - a. Ensuring a current and accurate job description
 - b. Identifying minimum qualifications
 - c. Identifying the selection criteria
 - d. Developing a job announcement which may include:
 - i. Posting the job announcement online
 - ii. Marketing and advertising campaigns
 - iii. Networking with industry professional organizations
3. The Human Resources Department will actively engage in recruitment efforts designed to ensure minorities, women, and persons with disabilities or other groups substantially underrepresented in the county workforce are among applicants from whom appointments are made.
4. The Human Resources Department will ensure veterans or their qualifying spouses or widow/ers meeting minimum qualifications will either be given a 5% advantage or will be placed in a higher band when points are not used in the interview and hiring process. For veterans with disabilities or for purple heart recipients, they will either be given a 10% advantage or will be placed in a higher band when points are not used in the interview and hiring process.

B. Job Announcements

1. A Division, Department, or Elected Office may post internal job announcements. County employees shall be given exclusive consideration during the first three days of the recruitment period. If an internal applicant is not selected, further recruitment will be initiated.
2. All external job announcements will be announced for a minimum of three calendar days, or more, depending on business need.
3. Both internal and external job announcements will be reviewed and approved by the Human Resources Division, in conjunction with hiring authorities, prior to posting.

C. Applicant Screening

1. Application Process When No Current Register Exists
 - a. All applications must be completed and submitted through Weber County's online application system on or prior to the closing date specified in the job announcement.
 - b. From the complete applicant list, a qualified applicant list of candidates that meets minimum qualifications will be identified by the Human Resources Department.
 - c. From the qualified applicants list, the Human Resources Department will collaborate with the hiring manager to develop a preliminary register consisting of applicants who, based on their applications, best meet the needs of the position.
2. Interview Process and Creation of Register
 - a. Hiring managers will make a reasonable attempt to interview all qualified applicants from the preliminary register.
 - b. An eligible applicant may be considered not available by the hiring manager if they fail to reply to a written inquiry of availability within three working days after the transmission of inquiry to their last known email address, or if they fail to reply to a telephone message inquiry within 48 hours after the telephone call.
 - c. Applicants will be rated during the interview process using the Weber County Interview Feedback form.
 - d. The hiring manager will send the completed Interview Feedback forms and rankings back to the Human Resources Department.
 - e. From the ranking list, the Human Resources Department will develop a final register. This register will determine which applicants may be considered for selection to the open position, and it can also be used for future hire, should a position with the same classification become available within the following 12 months.
 - f. The Human Resources Department shall place applicants on the register in the order in which they were ranked during the interview process, with the applicant with the highest total score being placed first on the register. If two or more

eligible applicants have final ratings which are identical they shall be ranked in alphabetical order.

- g. Hiring managers will notify or request that their department Human Resources Generalist notify all candidates that were personally interviewed of their status.

D. Registers and Records

1. Registers shall automatically expire no later than one year after the date established unless extended by the Director of Human Resources. During this one year period, each register shall remain in effect until exhausted or replaced by a more recently established register. A register may be deemed by the Director of Human Resources to be exhausted if fewer than three eligible candidates remain.
 - a. Positions for which current registers exist need not to be advertised publicly again during the life of the register. When the position is to be filled from the register, each individual on the register will normally be interviewed, and the process will occur as described above. However, in cases where an applicant has been interviewed by the same hiring manager for the same classification, the hiring manager may choose not to re-interview the applicant. The applicant will remain on the register to be considered for future openings.
 - b. Alternatively, the hiring manager may choose to advertise the position either internally or externally instead of filling the position from the register. When this happens, applicants will go through the application and interview process described above. An internal or external applicant who is interviewed, but who is not selected for the open position, will be added to the register.
2. The Human Resources Department shall be responsible for the maintenance of all records pertinent to the recruitment and selection process. Applications and other necessary records shall be kept during the life of the register. Records of appointees shall be kept permanently, but records of other applicants not appointed may be destroyed 30 days after the register expires. All notices of changes of address shall be filed, by applicants, with the Human Resources Department.

E. Selection

1. Selection methods will be based solely on job related knowledge, skills, abilities, experience, education, and when appropriate, prior demonstrated performance, aptitude, and adaptability. Selection methods shall provide equal opportunity to all qualified persons who apply, and all persons who are admitted shall compete against common standards.
2. Selection shall be made for each position from the three highest available names on the register. However, if the hiring manager decides not to offer the position to any of those applicants, then the hiring manager may work with Human Resources to restart the hiring process with a new job announcement.
3. If the selected applicant declines the offer, evidence of declination and other such data shall be transmitted to the Human Resources Department for permanent record.

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An individual may be considered by the hiring manager as having declined the offer if they fail to reply within three working days after the transmission by email of an official offer letter, or if they fail to reply to a telephone message inquiry within 48 hours after the telephone call. If an eligible applicant accepts an offer and fails to present him/herself for duty at the time and place specified, without giving reasons for the delay satisfactory to the supervisor, they shall be deemed to have declined the offer of employment.

4. An offer of employment to any position in any class shall normally be made at the minimum rate of the appropriate salary range. The Director of Human Resources may authorize appointment at a higher rate if:
 - a. A qualified individual cannot be recruited for the position at the beginning rate; or
 - b. The qualifications of the individual selected for the position are substantially higher than the minimum requirements.

F. Promotions

1. It shall be the policy of Weber County to appoint qualified employees and to make possible career service by making promotions on the basis of meritorious work and by providing tenure of office to those who give satisfactory service.
2. Preference in promotions may be given to current county employees. New hires serving the initial probationary period are not eligible for promotional consideration.
 - a. An employee who is promoted shall have his/her salary raised to at least the minimum rate of pay of the new grade if the salary before promotion is below such a minimum rate. Supervisory positions may be exempt from this rule.

G. Promotion or Transfer to a Non-Merit Position

1. Employees may be offered appointments to non-merit positions. An employee who is offered a promotion or transfer to a Benefits Eligible Non-Merit position will have 60 calendar days to choose whether or not to accept the appointment. If the employee chooses not to accept the appointment, and the employee's current position is being replaced by the non-merit position, then the employee's rights will be governed by Policy 2-600: Resignation & Separation, Section D. If the employee chooses not to accept the appointment, and the employee's current position is not being replaced, then the employee may remain in the current position.
2. A merit employee who is promoted or transferred to a non-merit position has the right, when the non-merit appointment ends, to return to a classification comparable to the one held prior to being promoted or transferred, unless the individual's employment is terminated for cause. If such action creates a problem of an "overstaffed" department, then the guidelines under Policy 2-600: Resignation & Separation, Section D, shall apply.
3. An individual who is appointed to a non-merit position, and who was not a merit employee of Weber County immediately before the non-merit appointment, has no

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right to employment when the non-merit appointment ends. To be considered for county employment, the individual must follow the standard processes for non-employee applicants.

H. Equal Employment Opportunity

1. It is the policy of Weber County to comply with the guidance set forth in Title VII of the Civil Rights Act of 1964.
2. As an Equal Opportunity Employer, Weber County will assure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, age, disability, national origin, or political affiliation.
3. Applicants for employment will be evaluated on the basis of education, skills, and experience.
4. Weber County has an Affirmative Action Plan outlining specific actions to be taken in order to meet equal employment opportunity objectives. It is the County's goal to conform with Title VII of the Civil Rights Act and other guidelines as mandated at the federal, state, and local level, and to seek qualified applicants from minority groups and protected classes.

DATED this _____ day of _____, 2018.

BOARD OF COUNTY COMMISSIONERS
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Human Resources

Approved as to form and legality:

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