




Human Resources Policies and Procedures

Policy Title: Recruitment and Hiring	Policy Number: 3.1
Effective: August 1, 2014	
Supersedes: Recruitment and Hiring Policy effective October 30, 2005; Employee Selection Procedures (APR #402)	
Approval: 	Page 1 of 4

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Policy

The City of Ann Arbor is an equal opportunity employer.

The City of Ann Arbor is committed to hiring the best-qualified individuals for approved City positions while engaging in recruitment and selection practices that are in compliance with all applicable employment, credit reporting and privacy laws.

3.0 Purpose

To define the guidelines used by the City in its recruiting and selection processes.

DISCLAIMER

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4.0 Responsibility

Human Resources Services is responsible for the overall management of the recruitment and selection processes.

Service area administrators, unit managers and supervisors are responsible for following the recruitment and selection guidelines outlined in this policy.

5.0 Procedures

5.1 Requisition Approval

- A. The supervisor or unit manager must request a Requisition for all open positions.
- B. Approval by the Service Area Administrator is required for regular full time and part time positions. Approval by the Service Unit Manager is required for all temporary positions.

5.2 Job Postings

- A. Job postings will include the job title, service area/unit, job summary, essential duties, and minimum qualifications, which are outlined on the official approved job description.
- B. Job openings for positions represented by a union are posted according to contractual guidelines.
- C. For non-union positions, each vacancy will normally remain posted for a minimum of five calendar (5) days.
- D. Job openings are posted on the City's website, although the City reserves the discretion not to post a particular opening.

5.3 Recruitment

Human Resources Services and the hiring manager will conduct a joint recruiting and selection process designed to reach the most diverse pool of candidates and to identify the most qualified individual for the position.

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5.4 Recruitment Advertising

Positions are advertised externally based upon need and budget requirements. Human Resources Services is responsible for placing all recruitment advertising for both regular and temporary positions when needed and ensuring all posting language meets legal requirements.

5.5 Pre-Employment Background Checks

- A. All offers of employment will be contingent on the successful completion of a background check. The specific elements to be included in the background check will vary based on the position, but may include:
- criminal background checks
 - social security traces
 - pre-employment drug tests
 - pre-employment physicals
 - pre-employment psychological evaluations
 - driving record checks
 - credit history checks
- B. The City follows the Fair Credit Reporting Act in the collection and communication of background check information where applicable.
- C. With the exception of safety services positions, an inquiry regarding a candidate's criminal history will not be included in applications.
- D. A criminal conviction does not automatically eliminate someone from consideration for hire (except safety services). If an applicant has a criminal conviction, the City will consider the following factors related to that conviction when making its hiring decision:
- (1) The nature and gravity of the offense or conduct for which the individual was convicted;
 - (2) The time that has passed since the offense or conduct and/or completion of the sentence;
 - (3) The nature of the job sought;
 - (4) The facts or circumstances surrounding the offense or conduct;

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- (5) The number of offenses for which the individual was convicted;
- (6) Age at the time of conviction, or release from prison;
- (7) Evidence that the individual performed the same type of work post conviction, with another employer, with no known incidents of criminal conduct;
- (8) The length and consistency of employment history before and after the offense or conduct;
- (9) Rehabilitation efforts;
- (10) Employment or character references and any other information regarding fitness for the particular position; and
- (11) Whether the individual is bonded under a federal, state or local bonding program.

5.6 Job Offer

- A Unit Managers or designees may extend approved verbal job offers for temporary positions. Human Resources Services will extend all verbal job offers for regular full and part time positions. All written offer letters are developed and extended by Human Resources.
- B. Employees must complete all required paperwork on or before their first day of employment. This paperwork must be reviewed by Human Resources Services.

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