

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	6-1
		Original Adoption	02-09-1987
		Revision #	10
		Last revision date	January 2013
Section Title	Employment		
Subject	Recruitment and Selection		

This section covers regular full-time and regular part-time employees only.

Recruitment

1. When a vacancy occurs or a new position is established in a City department, the department head will send a written request, on the approved form, to the Human Resources Office to advertise. All requests require that the current position description has been reviewed and if any changes are made, it must be sent electronically to Human Resources with or before the job posting request. The completed request must be signed by the Department Head, the Human Resources Director and the City Manager. All vacancies will be advertised for a minimum of three (3) days. Recruitment notices will always be distributed to City departments via email for posting.

A Department Head may request that the position be advertised internally only. The City Manager will make the final decision. As a general rule, positions will be advertised internally and externally at the same time.

Police and Fire department vacancies for all sworn positions will follow the established testing cycles and by-laws of the corresponding consortiums.
2. Applications are accepted in the Human Resources Office and are retained for two (2) years. Applications will not be accepted unless actual recruitment is in progress.
3. The Human Resources Office will work with the open position's supervisor to determine the review criteria, the review method to be used and interview questions.
4. The Human Resources Office is responsible for screening out applications that do not meet minimum qualifications of the position being advertised, and any further screening necessary to reduce the number of applications to a reasonable number.
5. Generally a group of 2-3 people will review the applications that meet minimum qualifications. It is encouraged that the immediate supervisor is the "Chairperson" for the review and interviews. Most positions will have application and review criteria available electronically for the review members.
6. Committee members will meet with a member of the Human Resources Office prior to beginning the selection process if they have not participated in this review process before.
7. The review committee will individually or collectively screen the applications on the approved criteria and submit their analysis back to the HR Office. An HR staff member will review, combine, and/or request corrections or re-reviews. With the assistance of the HR staff member, the committee will use the results to determine which applicants will be invited to initial interviews.
8. It is the responsibility of the interview committee (generally 3-5 members) to select two (2) or more of the highest or best qualified candidates for a vacant position to participate in a final interview conducted by the City Manager and/or Department Head, the supervisor and the Human Resources Director (or assigned staff member). The committee collectively determines whether each candidate moves on to a final interview or does not move on to a final interview. The interview committee must document appropriate job-related justification of their decision for each interviewee and return all documentation to the HR Office.

It is also the responsibility of each committee member to maintain complete confidentiality. Any information released will be done through the Human Resources Office. Committee members are not authorized to release any information such as applicant names, applicant employment history, interview questions, etc. (this is not an all-inclusive list).

9. The final interview committee will conduct interviews and make a collective determination whether each candidate will be offered the position, not hired, or is a second choice. These decisions must also be justified for each interviewee. If the City Manager was not one of the final interview committee members, the hiring recommendation will be submitted to him/her to make the final employment decision. The recommendation of the committee is given strong consideration along with input from the Human Resources Director (or assigned staff member), the supervisor and the Department Head.
10. Any of the steps above can be modified, added to, or removed only with the approval of the HR Director or HR Specialist, for reasons such as differing department needs, lack of applicants, or too many applicants.
11. After the job offer has been made and accepted, the new employee will undergo an initial orientation in the Human Resources Office covering such items as personnel and general safety policies, rules, available benefits, payroll and completion of required employment forms. When the employee reaches their assigned department they will undergo a more detailed orientation of specific department policies, safety rules policies, procedures, normal break and lunch times, how to complete standard time sheets, and shown where information and statutorily required notices are generally posted.

Internal Staffing of Positions

In the final selection of an applicant (where there are external and internal candidates), if the qualifications, skills and experience are equal, City employees may be given preference over an outside applicant.

Temporary and "On-Call" Positions

Temporary and on-call positions will be filled by each department having the openings and shall not be subject to the formal City Selection Process. However, any prospective seasonal employee that is a close relative of a current City employee must receive approval from the City Manager prior to hire.

Departments are encouraged to confer with the Human Resources Office concerning any questions on employment and/or eligibility.