




## City of Round Rock Hiring Procedure

### Change Control

<b>Authors</b>		City Manager's Office	
<b>Effective Date</b>		July 1, 2013	
<b>Approval</b>	<b>Revision Date</b>	December 2, 2019	
	<b>Name</b>	Valerie LaCour Francois	
	<b>Title</b>	Director, Human Resources	
	<b>Signature</b>		

### Scope

This procedure outlines the process for any hiring action as outlined in the Human Resources Personnel Policy unless governed by other applicable law (i.e. TLGC 143).

### Procedure

#### A. Submitting a Requisition:

- The department will submit the requisition through the applicant tracking system as follows:
  - i. Select the *Job Description*, enter the position number and vacancy date on the requisition.
  - ii. Requisition approvals must consist of the following:
    1. Department Director
    2. HR representative (Final Approver)
- The HR representative will work with the department to post the job externally for fourteen (14) days.
- Internal postings are reserved for limited circumstances and not available for all positions. Departments should contact the HR representative for assistance.
- City of Round Rock temporary hires will be eligible to apply for an internal posting. Temporary employees hired through an agency must meet all hours worked as required by their agency prior to being hired through the City of Round Rock.
- The HR representative will obtain supplemental questions from the department.
- HR representative creates posting and sends a copy of the posting to the department.
- The department will ensure the job description is updated and accurately reflects the duties and minimum qualifications required for the position being filled.

**B. Online Job Posting:**

All vacant positions will be posted on the City of Round Rock website. The City Manager may appoint or use an external recruiting firm for certain positions.

- All external positions will be posted for a minimum of fourteen (14) days.
- Positions will only be posted as continuous with HR approval.
- Any Department wanting to post internally will contact their HR representative for review. All internal postings will be posted online for seven (7) days and be advertised through EmployeeNet and emailed to all department employees.
- Once the position closes, the HR representative will refer candidates that meet the minimum qualifications to the hiring department.
- If approved, positions that are open continuously will be referred after two weeks and then on a weekly basis.
- Regular temporary positions will follow the Temporary Employee Procedure.

**C. Exemptions to Job Posting requirements:**

- When a position has been posted and a subsequent vacancy for the same position occurs in the same department within thirty (30) calendar days after the original position has been filled or the chosen applicant leaves within thirty (30) days; the subsequent vacancy may be filled from the same applicant pool without posting. This provision may be applied only when the previously posted classification(s), qualifications and primary job functions are the same as those required for the subsequent vacancy.

**D. Screening Applications, Interviews and Reference Checks:**

- The HR representative will screen all applications for minimum qualifications based on their responses to the supplemental questions and will refer qualified applications no later than five (5) business days after the position closes.
- Hiring managers will screen all applications to determine if the work experience and education meet the minimum qualifications.
- Hiring managers have the option to have HR screen the applications that meet minimum qualifications for a list of top candidates. The HR representative and HR liaison will discuss desired qualifications and screening criteria.
- Hiring managers will screen all applications to verify the applicant has no relatives that currently work in their department.
- Applicants that do not meet the minimum qualifications for the position will not be forwarded to the department.
- The hiring manager will conduct interviews as follows:
  - i. Prior to the interview, the hiring manager will consult with the HR representative about interview questions, assessments, tips and interview panel composition.
  - ii. A minimum of three (3) applicants must be interviewed. If less than three (3) applicants meet the minimum qualifications, the position may be re-advertised. Exceptions to interviewing less than three applicants can be discussed with the HR representative and may be approved based on business necessity.
  - iii. Interview panels that are diverse and representative of the City's workforce are to be used.

- iv. Interview panels should consist of at least three (3) people. Interview panels will include the hiring manager or designee and two (2) additional employees, one of which should be from another department. A designee from HR can serve as a member of the panel and will be available if requested. If more than three panel members are needed, approval must be received from the HR representative prior to the interviews.
- The hiring manager is responsible for contacting references and keeping a contact log with notes. Reference Request forms are available on EmployeeNet.

**E. Selecting Applicant and Submitting a Top Candidate Form:**

- The hiring manager has up to two (2) months from the date the position closes to select a candidate and fill the position, or the position must be re-advertised.
- Once the interviews are complete, the hiring manager will decide on the most qualified applicant and submit a Top Candidate Form by emailing the form to the HR representative to notify HR that the applicant was selected.
- The HR representative will send a notification email within three (3) business days to the hiring manager once the Top Candidate Form has been approved. **No job offer can be made prior to receiving this approval.**
- The HR representative will also inform the hiring manager of the dates for New Employee Orientation (NEO).
- Once the hiring manager is notified that the top candidate has been approved, the hiring manager will call the applicant and make the conditional job offer and follow up with a conditional offer letter via email.
- The hiring manager will inform the top candidate that he/she will receive an email from the applicant tracking system with a link to the new hire paperwork and will have five (5) business days to complete the paperwork in order to proceed in the hiring process. If an applicant cannot complete his/her new hire paperwork within five (5) business days, he/she will be withdrawn from the hiring process.
- Immediately following the email of the Conditional Job Offer, the hiring manager will hire the candidate in the applicant tracking system with appropriate approvals (create the PA) and submit the PA for the selected candidate.
- HR must receive the PA at least two (2) weeks prior to the desired start date. This will allow enough time to process the PA and provide the necessary drug screen and background check for each applicant. Applicants who have not completed the process within this timeframe will have their start date changed to the following NEO date.

**F. Conditional Job Offer:**

- Candidates should complete all new hire paperwork through the applicant tracking system. Applicants will complete the following:
  1. Background check (document submitted to vendor by HR)  
**PD & FD ONLY – will conduct a more extensive background check on applicants for their departments.**
  2. Report to HR to submit I-9 documents and obtain drug screen consent form
  3. Report to clinic for drug screen
- Once the background check and drug screen results are received, HR will inform the department of the outcome.
- The hiring manager will provide IT with the necessary information for computer, email and phone set up two (2) weeks prior to the new employee's start date to

ensure the employee has computer access to complete the City's Cyber Security Awareness training and receive their ID Badge at NEO.

- The department will complete Promotion/Demotion & Transfer PAs through the HRIS and applicant tracking system.

**G. Hiring Process Close Out:**

- The department will upload all interview notes, assessments, and reference checks of candidates interviewed in the applicant tracking system when submitting the PA.
- The department will send Not Best Candidate emails to applicants. Email templates can be found in the applicant tracking system.

**H. New Employee Orientation (NEO):**

- Employees will attend NEO on their first day, which is typically scheduled on the first Monday of the pay period unless a holiday occurs. During these weeks, NEO will occur on Tuesday.
- All full-time and part-time employees will be required to attend NEO. Seasonal/Temporary employees hired into a regular full time or part time position will also attend NEO.
- The Hiring Manager will be responsible for conducting a departmental orientation, which includes completion of the New Hire Safety Orientation Checklist and completion of Cyber Security Awareness training.