ITEM 3B

City of El Paso
Recruitment Process

CSC Presentation Dates:
May 14, 2015
May 12, 2016

"Delivering Outstanding Services"

Neogov

- On-line hiring system for public sector
- Allows applicants to create an individual online account/profile
- Create an application that can be used to apply for present and future job openings

Completing the Online Application

- Computers available for public use:
  - City Libraries
  - HR Department at City Hall
  - Police Regional Command Centers
- Step by step Online Application Guide
- Human Resources provides real time assistance

Job Interest Cards

- Applicants can complete a job interest notification request by specific job titles. Neogov will automatically notify applicants by e-mail once the position(s) they are interested is open for recruitment.

Submitting an Application

- Applications are only accepted for current open recruitments.
- A list of current open recruitments is available by visiting the Human Resources employment page.
- Recruitments open on Thursday.

Application Policy

II. Procedures

A. Acceptance of applications:

1(a) All job seekers must complete an application for a particular position through the City's online application system.

Reference: Human Resources Application Policy Revised 8/5/13

Reviewing Applications

- Application is rated against the minimum qualifications, as stated in the job posting.
- Application is sole criterion used to determine if applicant meets the minimum qualifications for a position.

Application Policy

II. Procedures

B. Review of Applications:

1. Human Resources Director or designee will review applications and identify candidates based solely on qualifications.

Reference: Human Resources Application Policy Revised 8/5/13
Ordinance 8065; Rule 4

Disqualified Applicants

- Applicants who are disqualified are notified by e-mail which is sent to the email address they provided at time of application.
- Applicants are encouraged to contact HR department concerning their disqualification.

Sample Disqualification Notice

Thank you for your interest in a position with the City of El Paso. After a comprehensive review of your application, you have been disqualified from taking the examination for Accountant under HR Policies – "Does not meet the minimum qualifications."

You may file a written appeal Monday thru Thursday with the Human Resources Department. Appeals may be only submitted up to 6:00 p.m. within three (3) working days from the date of this notice. The three (3) day period begins the date this notice was emailed. Late appeals will not be accepted.

Please call us for assistance prior to your deadline at

915-212-1262.

Sincerely,

Human Resources Department

City of El Paso

Disqualified Applicants

- Disqualified applicants may appeal to the Civil Service Commission or Human Resources Director.
- Appeals must be submitted to the HR department no later than 6:00 pm within three (3) working days from the date of the e-mailed notice.
- Late appeals are not accepted.

Application Policy

E. Appeals for Disqualification:

a) Regular Employee

A regular employee may file a written appeal to the Civil Service Commission. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.

Reference: Human Resources Application Policy Revised 8/5/13
Ordinance 8065; Rule 5

Application Policy

E. Appeals for Disqualification:

b) Original Applicant

Original applicants who are not regular employees may file a written appeal to the Human Resources Director. The appeal must be filed within three (3) working days on a form prescribed by the Human Resources Director. The three (3) working days period begins the date the notice was emailed. Late appeals will not be accepted.

Reference: Human Resources Application Policy Revised 8/5/13
Ordinance 8065; Rule 5

Appeal Process

- During the three (3) day appeal period, applicants have the opportunity to provide additional documentation related to their disqualification.

Appeal Process

- If an applicant submits an appeal, they are allowed to take examination on a conditional basis.
- If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.
- If the applicant makes a passing grade, the appeal is heard and determined by the HR Director or Commission.

Application Policy

E. Appeals for Disqualification:

e) Administrative Dismissal: If the examination is held before the appeal is reviewed, the Human Resources Director may allow the applicant to take the examination pending the disposition of the appeal. If the applicant fails to achieve a passing grade on the examination, the appeal shall be administratively dismissed.

Reference: Human Resources Application Policy Revised 8/5/13
Ordinance 8065; Rule 5

Examination Phase

- Qualified and conditional applicants invited to take exam.
- They are notified via e-mail of the exam date and time.

Examination Standards and Rating Policy.

Types of exams

- Written Exam
- Oral Exam
- Practical Exam

Reference: Human Resources Examination Standards and Rating Policy

Revised 8/5/13

Eligible List

- Eligible list consists of candidates that meet the minimum qualification and make a passing score on exam.
- Candidates are notified via e-mail of their score and ranking.
- Candidates who do not make a passing score are also notified via e-mail.

Eligible List

- Normally, an eligible list is good for six (6) months unless exhausted or extended by the HR Director.
- Adequate list = 3 or more candidates.

Certification & Hiring Policy

II. Definitions

C. Eligible List:

A list comprised of candidates eligible for certification. A list of at least three (3) or more candidates is considered an adequate eligible list.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13
Ordinance 8065; Rule 4

Certification & Hiring Policy

C. Instructions

3. Durations of Eligible List:

Eligible lists other than reinstatement and transfer lists will normally expire six (6) months from the date they are certified unless extended by the Human Resources Director.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13
Ordinance 8065; Rule 5

Referral for Interviews

- Once an eligible list is certified, it is sent to the hiring department.
- For promotional recruitments, only the names of top five (5) will be released to the department for interview. Multiple openings will receive additional names.
- Hiring department is responsible for scheduling and conducting interviews.

Certification & Hiring Policy

2. Promotional:

a) Promotional Referral: For a City-wide or departmental promotional-only list, the Human Resources Director shall certify the five (5) highest total-scoring candidates for a vacancy, as authorized by rule, for selection interviews.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13
Ordinance 8065; Rule 4

Interviews

- Candidates selected for an interview are contacted by phone.
- Candidate has 24 hours to return call to the hiring official to schedule an interview.

Certification & Hiring Policy

B. Hiring Process:

1. Scheduling Interview:

The candidate will be provided twenty-four (24) hours to respond to and contact the Hiring Official to schedule an interview.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13

Hiring Process

- Hiring department makes selection and notifies HR department.
- HR department contacts selected candidate and makes a conditional job offer pending a background check.
- A selected candidate is allowed 24 hours to accept or decline the job offer.

Certification & Hiring Policy

B. Hiring Process:

2. Selection of Candidate:

b) Acceptance of Job Offer: A selected candidate will be allowed twenty-four (24) hours to accept or decline the offer.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13

Hiring Process

- If candidate accepts job offer, they have three (3) working days to provide proof of education or other requirements.
- Once background check clears, candidate is notified and start date is agreed upon.
- Department is notified of starting date.

Removal from Eligible List

- Candidates who refuse an interview or job offer or who are not selected for a position, for a cumulative total of three (3) times are removed from the eligible list.

Certification & Hiring Policy

C. Instructions

1. Removal:

Candidates who refuse an interview or job offer or who are not selected for a position, for a cumulative total of three (3) or more times, may be removed from the eligible list.

Reference: Human Resources Certification and Hiring Policy
Revised 8/5/13

Thank You