

Policy No. 2.12 **Recruitment and Selection**
Date of Issuance: **May 17, 2012**
Revision Date: **January 14, 2021**

PURPOSE: It is the policy of the Town to recruit and select the best qualified persons for positions in Town's service. This policy identifies the recruitment/selection responsibilities to be performed by the Town as an Affirmative Action/Equal Opportunity Employer. The policy also describes the procedures that will be followed in filling a vacant position. This policy does not apply to those Police & Fire Department personnel who are governed by the Police and Fire Commission as stated in Wis. Stats. Section 61.65 and 62.13.

1. Affirmative Action/Equal Opportunity

It is the responsibility of all management staff and governing committees/commissions to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

2. Recruitment

A. Advertisement – Recruitment notices shall be tailored to the position to be filled and directed to sources likely to yield a diverse pool of qualified candidates. The Town Administrator and the appropriate Department Head will prepare the advertisement and plan to advertise the position. Every position, including Department Heads, available for hire shall be advertised by posting on the Town's web site under Administration/Human Resources, posted at the Town's posting board locations, and at least one additional on-line job recruitment resource, i.e. Indeed or similar. Any additional advertising locations will be determined by the Town Administrator and appropriate Department Head and indicated as part of the recruitment file. Positions that may be excluded from the advertisement provision are as follows:

- (1) Members of the Town Board, Commissions, and Committees;
- (2) Municipal Court-appointed employees;
- (3) Positions where labor agreement provisions supersede;
- (4) Positions filled using the internal selection process;
- (5) Limited Term/Interim positions offered either to internal or external candidates, but have pre-determined timeframes or start and end dates.
- (6) Positions recently recruited (within the past 8-months) where an existing candidate pool exists;
- (7) Part-time seasonal positions offered either to returning employees or external candidates.

B. Job Announcements – Job announcements shall include the job title or classification, pay rate or range, essential functions as set forth in the job description, minimum qualifications, where to apply and the application deadline. Recruitment advertising shall indicate the Town is an Equal Opportunity/Affirmative Action Employer. Where job posting is required by labor agreements, job openings shall be posted in designated places for positions represented by labor agreements.

- C. Continuous Recruitment – The Town Administrator and appropriate Department Head shall determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and shall maintain lists of qualified candidates as appropriate.
- D. Internal Selection Process – Vacated or newly established positions may be filled consistent with efficient operations by the promotion of qualified Town employees at the Town's discretion. A current employee may fill the opening without further recruitment for applicants, or the current employee may be considered along with other applicants.

3. Applications

Unless otherwise designated, all applications for employment shall be submitted to the Town Administrator on the required application form along with any additional items required in the recruitment notice, such as resume and three (3) references. Excluded application would be for the Volunteer Fire Department, which shall be submitted directly to the Fire Chief. The Town of Rome accepts applications continuously. Interested candidates should complete and submit a Town of Rome Employment Application, noting positions interested in. Applications will be kept on-file for one-year from time of submittal.

4. Rejection of Applications

An applicant may be rejected from further consideration for reasons including, but not limited to, the following:

- A. Does not possess the minimum qualifications for the position applied for;
- B. Has established an unsatisfactory employment record as evidenced by her/his completed application and reference checks of such nature to demonstrate job related unsuitability of employment;
- C. Has made a false statement of any material fact, or practiced deception or omission in her/his application;
- D. Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days;
- E. Fails to accept an offer within two (2) working days, or fails to report for duty within the time mutually agreed upon in the offer;
- F. Does not properly complete the application;
- G. Is not physically or mentally able to perform the essential functions of the position, with or without reasonable accommodation on the part of the Town;
- H. Does not have a legal right to work in the United States;
- I. Has been convicted of a crime which is substantially related to the duties required such that the conviction renders the applicant not suitable for the position.

5. Applicant Screening and Ranking

The following policy shall be used in conducting all appropriate screening and ranking (testing) procedures based on job analysis and professional management principles to determine the

candidates most qualified for the position. Interviews will be done in closed session if done by board or committee, except for elected and appointed officials.

A. Department Heads (with the exception of the Police Chief, Fire Chief, and Librarian).

- (1) The Town Administrator shall determine the manner of screening all applicants to determine a reasonable number of candidates to be interviewed and may, in his/her discretion, employ the services of a consultant and/or review panel of it choosing for that purpose. The Town Administrator will contact candidates to be interviewed with the date, time, and place of the interview. The Town Administrator shall make recommendations to the Town Board for hiring department heads.

B. Staff Positions (Full-time)

- (1) The Town Administrator and Department Head will screen all applicants to determine a reasonable number of candidates for interviewing, shall conduct the interview, determine the most qualified candidate and hire that person for the position contingent upon passage of a physical exam, if required.

C. Exceptions

- (1) Police and Fire Department personnel shall be governed by the Police & Fire Commission as stated in Wis. Stats. Section 61.65 and 62.13.
- (2) Library personnel shall be governed by the Library Board.
- (3) Part-time or seasonal employees (i.e. parks, snow removal) shall be screened, interviewed and hired by the appropriate Department Head.
- (4) All new employees shall be reported to the Town Administrator and notice added to the Department Head's monthly Town Board report.
- (5) All part-time (on-call) employees scheduled to work less than 1,000 hours in a 12-month period or a part-time (on-call) employee first hired on or after July 1, 2011, scheduled to work less than 1,200 hours in a 12-month period.

D. Screening and ranking procedures may include, but are not limited to, the following:

- (1) Review of applications to determine compliance with minimum qualifications;
- (2) Review of prior education, training and/or experience;
- (3) Personal Interview;
- (4) Performance tests (e.g., typing, computer literacy, operating various types of equipment);
- (5) Reference check of past employers and/or personal reference designees;
- (6) Work simulations;
- (7) Physical Examination, including drug and alcohol screening and confined entry assessments;
- (8) Motor Vehicle Records Check, if applicable;
- (9) Criminal background check with respect to conviction record or pending charges to determine if they are substantially related to the job position being offered.

6. Candidate Notification and Documentation

- A. After the most qualified candidate is selected and hired, the Town Administrator will notify all applicants of the final selection. Any candidate who did not complete all aspects of the recruitment process or withdrew from the recruitment process will not receive notification.
- B. Documentation of the recruitment and selection process should be kept by the appropriate Department Head, or if a Department Head position, by the Town Administrator and in compliance with all applicable state and federal laws and regulations.