



## **HR – Employee Recruitment and Selection** **City of Crystal Lake Administrative Directive**

### **PURPOSE:**

The policy of the City of Crystal Lake is to recruit well-qualified individuals for employment in every department. It is the policy of the City of Crystal Lake to treat each person with the respect and dignity due him or her as an individual and to prohibit discrimination in all phases of recruitment and the employer-employee relationship. The City of Crystal Lake will take voluntary action to eliminate barriers to equal employment opportunity. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

### **PROCEDURE:**

#### **Appointment/Hiring Authority**

The City Council is the appointing authority for the City Manager. The hiring of all other employees is made by the City Manager or designee.

#### **Statement**

Applicants for positions in the City shall be considered based on their ability to perform the essential functions of the job. To initiate the recruitment process for new employees, a department head shall complete and submit a position justification questionnaire to the Director of Human Resources. The Director of Human Resources shall then forward the request to the City Manager to confirm there is sufficient funding and/or budget authority to accommodate the request. The Director of Human Resources shall coordinate the employment process for all positions in the City, and no recruitment shall commence without the City Manager's authority.

#### **Recruitment**

The City encourages and supports the self-development and advancement of employees within the organization; and it is the general policy that vacancies will be posted and open to current employees. The City, shall not, however, be bound to fill a vacancy by transfer or promotion of an existing employee. Position postings will typically appear in the public areas of the City facilities, on the City's internet web page, in municipal publications, professional journals, college placement offices, and other applicable recruitment sources.

#### **Eligibility for Employment**

In order for the City to comply with federal immigration laws, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment within the first three days of employment with the City.

Former employees who are subsequently rehired must also complete an I-9 and provide appropriate documentation if 1) they have not completed an I-9 with the City within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

Previous employees receiving any form of pension benefits from a City of Crystal Lake pension fund are not eligible for employment in a pension-eligible position with the City.

### Employment Application

All applications shall be made on forms prescribed by the Director of Human Resources and shall be submitted on, or prior, to the closing date specified in the announcement. The employment application shall be completed in its entirety with signature and any evidence of falsification or fraud on the form may be grounds for termination or disqualification from consideration of employment.

### Candidate Interviews

Final candidates for a position will participate in an interview process that will typically involve, among other potential participants, the department head and/or a supervisor for whom the prospective employee is to work. The interview may cover any relevant subject matter related to a candidate's qualification for the position being sought. Questions may include their qualifications for the position and issues arising from prior steps in the selection process.

### Examinations and Testing

During the selection process for a vacant City position, examinations, exercises, tests and examples of work are some selection tools that may be used in learning a candidate's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination of these tools. Some positions also require participation in a polygraph examination, which is used as a tool to verify background information provided by the candidate.

### Background Investigations

Candidates must satisfy the applicable reference and prior employment history checks. Besides references, candidates will also have criminal history and driver's license checks conducted. If required for the position, educational degree or certification checks may also be conducted. For positions involved in the handling of public funds, information systems, confidentiality, security or public safety, final candidates may also be subject to a credit check. Where credit checks are required, the City will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act". Final candidates for the entry-level sworn Police and Fire positions and candidate for other select positions will undergo a comprehensive background investigation.

### Conditional Offer of Employment

The successful candidate emerging from a selection process is initially offered the job verbally. Upon agreement of the terms, a formal conditional offer of employment letter will be sent. Offers are conditional pending required medical examinations, drug screens, and/or psychological evaluations. Written offers shall specify the terms of employment (e.g., starting date, rate of pay, and benefits).

Medical Examinations

Final candidates receiving a conditional offer of employment must pass a comprehensive physical and/or psychological examination and drug screen conducted by a City designated medical health provider before the appointment becomes final. These examinations are designed to determine the ability of the candidates to perform the essential job functions of the position, and to ensure that they will not endanger the health of themselves, co-workers or of the general public. As prescribed under privacy provisions of the ADA, all employee medical records are kept strictly confidential, and are maintained in a file separate from the official personnel files. Individual employee medical records are only available on a need to know basis and shall be in compliance with applicable state and federal laws.

RESPONSIBILITY:

All employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Approved By:   
City Manager

Original Effective Date: 6/23/2020