

Series: 100 – Recruitment, Hiring & Separation from Employment	§ .103
	Effective Date: November 10, 2022
Title: Recruitment and Hiring	Adoption/Revision Date: November 10, 2022
Custodian: Personnel Manager	Approving Body: Personnel Committee

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51, 59.52, 101, 103, and 111
- b. Clark County Code of Ordinances, Section 2-48

2. References

- a. Adopting Resolution/Ordinance/Motion: XX-X-22
- b. Other Resolution/Ordinance/Motion: N/A

3. Purpose/Policy Overview

- a. To establish a recruitment, selection, and hiring process for all county employees.

4. Vacancies

- a. When the Hiring Authority determines that a position needs to be filled, the Hiring Authority shall contact the Office of Personnel.
 - i. The Hiring Authority may promote or transfer an existing employee within the department to fill the vacant position without having to follow the hiring process set forth below.
- b. The Office of Personnel shall review and verify the job description for the vacant position.
- c. The Office of Personnel shall draft the recruitment notice.
 - i. The notice shall include: 1) hiring department; 2) position’s title; 3) position requirements, qualifications, and description; 4) wage range (contingent on experience and qualifications); 5) benefits; and 6) how, when, and where to apply. The notice shall include a disclaimer that Clark County is an ADA/CRC/EEO employer.
 - ii. See Attachment A – Recruitment Notice
- d. The Office of Personnel shall post notice of the vacant position: 1) electronically; 2) by paper notice on job board; and 3) by newspaper publication.
 - i. The Hiring Authority reserves the right to determine whether and when to recruit for outside applicants.
 - ii. If recruitment for the position is internal, the notice does not need to be published in the newspaper.
- e. The duration of the recruitment period shall be at the discretion of the Hiring Authority. Postings are normally posted for a minimum period of five (5) business days.

5. Application

- a. The Office of Personnel shall create and make available the application packet.
 - i. The application packet shall consist of, at a minimum, an application form and background form.
- b. Completed applications shall be directed to the Office of Personnel. The Office of Personnel shall review the application for completeness and copy the application packet for retention.
 - i. The Office of Personnel may maintain a list of applicants for other vacant positions.
- c. After the recruitment period has ended, the Office of Personnel shall forward the applications to the Hiring Authority.
- d. The Hiring Authority shall review the applications and determine which applicants shall be interviewed. The Hiring Authority shall contact the Office of Personnel with the list of applicants to interview.

- i. Applicants who meet the minimum qualifications for the vacant position and who provide the required information will normally, but not always, be given the opportunity to interview for the vacant position.
- ii. The Hiring Authority has the discretion to not interview applicants and/or repost.

6. Interview/Evaluations

- a. The Office of Personnel shall schedule interviews and contact applicants, which includes those applicants that are and are not selected for interviews.
- b. The Hiring Authority shall draft interview questions and submit to the Office of Personnel for approval prior to interviews.
- c. The Hiring Authority shall determine who will be part of the interview panel.
 - i. The Hiring Authority shall post a meeting agenda for the hiring/selection of department head level position.
- d. The Office of Personnel shall create and make available an interview scoring sheet.
 - i. See Attachment B – Interview Scoring Sheet
 - ii. All completed scoring sheets shall be forwarded to the Office of Personnel for retention.
- e. Questions asked during the interview shall be limited to the pre-determined questions and clarification questions to interview answers.
- f. The Hiring Authority shall determine if additional evaluations (i.e. typing evaluations, job shadowing) are required. The Office of Personnel shall coordinate and administer such evaluations.
- g. All applicants that are selected for interviews shall be subject to the same evaluations (i.e. interviews and/or additional evaluations).

7. Pre-Employment Testing/Background

- a. The Office of Personnel shall administer, or make the decision to delegate, any pre-employment testing and background for applicants determined by the Hiring Authority.
 - i. The Office of Personnel shall work with the Hiring Authority to determine the scope of pre-employment testing and background.
 - ii. Depending on the duties of the vacant position, pre-employment testing and background may include, but is not limited to, the review of references; previous employment; certification/licensure; education; law enforcement records; driving record; military records; credit records; drug testing; medical/physical assessments; and/or psychological assessments.
- b. The Office of Personnel shall retain all pre-employment testing and background records.
- c. The Office of Personnel shall review and pass or fail the pre-employment testing and background evaluations results with the determination communicated to the Hiring Authority.

8. Selection/Hiring

- a. The Hiring Authority shall determine which applicant to select and hire.
 - i. The factors that shall be consider for the selection and hiring of applicants include, but are not limited to, experience, qualifications, education, certification/licensure, abilities/skills, and/or county/department need.
 - ii. If an applicant is selected, the Hiring Authority shall make the offer of employment to the applicant.
 1. New hires shall start at the beginning of a payroll cycle unless otherwise approved by the Office of Personnel and Finance.
- b. An applicant shall successfully complete any required pre-employment testing and background evaluations before an offer of employment is made.

- i. The Hiring Authority may make an offer of employment contingent upon the applicant successfully completing any required pre-employment testing and background evaluations.
- c. Upon applicant accepting the position, the Hiring Authority shall notify the Office of Personnel. The Office of Personnel shall send the applicant applicable paperwork.
- d. The Office of Personnel shall contact applicants who were not offered the vacant position.

9. Attachments

- a. Attachment A – Recruitment Notice
- b. Attachment B – Interview Scoring Sheet

Attachment A
Recruitment Notice
Title of Position

Overview/Purpose of Position:

Clark County is seeking a Choose an item. in the Department. Insert information from the Purpose of Position from Job Description.

Requirements:

Minimum Training and Experience Required to Perform Essential Job Functions from Job Description.

Benefits (if applicable):

Minimum wage is to based on experience and qualifications, plus a competitive benefit package.

Apply:

To apply, please submit a cover letter, resume and Clark County application to: Personnel Manager, 517 Court Street, Room 205, Neillsville WI 54456 or apply online at <http://www.clarkcounty.wi.gov> by (time) on (day of week), (month) (day), (year). All applications must be submitted with a cover letter and resume. Incomplete applications may not be considered.

Clark County is an EEO/CRC/ADA Compliant Employer

Attachment B
Interview Scoring Sheet
Position
Date(s) of Interview

Candidate:		
Panel Member:		Total: _____/

Overall Impression:

(1) Highly Acceptable: Candidate’s interview demonstrates the ability to effectively and efficiently perform the duties. Candidate demonstrates the ability to view the “big picture” while understanding the details and how they may affect overall operations. Candidate’s responses demonstrate the ability to multi-task, communicates clearly and effectively as well as responds appropriately to applicable situations which may occur on the job. Candidate presents a professional, competent, confident and capable demeanor.

(2) Acceptable: Candidate’s interview demonstrates the basic knowledge required of and minimal required experience in _____. Candidate presents a professional, competent demeanor and expresses the ability to communicate clearly and effectively.

(3) Not Acceptable: Candidate’s interview demonstrates the inability to appropriately perform the essential functions of the position. Candidate’s response is disjointed, unclear and fragmented.

1) Comments

2) 1 2 3 Comments

3) 1 2 3 Comments

4) 1 2 3 Comments

5) 1 2 3 Comments

6) 1 2 3 Comments

7) 1 2 3 Comments

8) 1 2 3 Comments

9) 1 2 3 Comments

10) 1 2 3 Comments

11) 1 2 3 Comments

12) 1 2 3 Comments

13) 1 2 3 Comments

14) 1 2 3 Comments

15) 1 2 3 Comments

16) 1 2 3 Comments

17) Comments

18) Comments
