

**NEW HIRING PROCEDURE  
HIRING MANAGER  
HR LIAISONS**

- Hiring managers will review position vacancy and determine departmental needs.
- Outline recruitment strategy and selection process for vacant position.
- Complete position requisition.
- Prepare interview and assessment timelines.
- Review and select candidates to compete in the assessment process. Determine top candidate.
- Issue letter of offer Monday, Tuesday, and Wednesday of each week. When offer letter is signed, PD should be completed immediately.
- Schedule pre-employment drug screen within twenty-four hours. The candidate will take both the letter of offer and PD to their pre-employment drug screen. Pre-employment drug screens will be done on Tuesday s and Wednesdays of each week.
- Following their drug screen, Health Services will send the applicant to Human Resources with the PD, letter of offer and drug screen results to complete a Pre-Employment Authorization Form.
- Applicant will receive a new employee information packet that they will bring with them the first day of employment.
- Human Resources will complete the background check on the applicant – local applicant – 1 to 2 days turnaround, out-of-state applicant 3 – 7 days turnaround.
- New employees first day of work will be on Mondays only and will report to Human Resources first to sign appropriate paperwork, sign up for benefits and get their ID badges.
- New employees should report to Human Resources at 8:45 a.m. on their first day of work. They should be finished in HR by Noon and then report to work - job site.
- New employees should be instructed to park in the lower lot behind City Hall. Directions will be included in their new employee packet.