

Town of Meredith - Administrative Regulation

Effective Date: 2-1-2010

Regulation No: 31

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Approved By: Phillip L. Warren, Jr.

SUBJECT: CENTRALIZED HIRING PROCEDURE

I. PURPOSE

The purpose of this Administrative Regulation is to standardize the Town's hiring practices throughout our various departments. It is intended to eliminate confusion and increase efficiency for Town staff, while providing equity in the hiring process for new seasonal, part-time, and full-time employees, as well as re-hires.

II. POLICY & PROCEDURE

- a) The department head seeking to fill a position will forward a completed "Personnel Requisition Form" (*see Appendix A*) to the Town Manager, who also serves as Personnel Director for the Town.
- b) The Town Manager will confer with the Administrative Services Department to determine whether the funds are available for the request and will verify whether there is a Job Description on file for the position. The Town Manager will further review if filling the position is warranted.
- c) The Town Manager may meet with the department head and will determine if the position will be recruited. The Town Manager will inform the department head of the decision or approval.
- d) The Town Manager's office will then confer with the department head, or their designee, to produce posting information.
- e) The Town Manager's office will confer with the department head in order to determine if there are sufficient qualified internal candidates to warrant an in-house recruitment only. If so, an "in house" posting will take place for a period of 5 - 10 week days, as approved, during which time only current employees may be considered for the position. If an internal candidate is not selected, the Town Manager's office will then begin an external recruitment process. After conferring with the department head, recruitment may be conducted both internally and externally if deemed most appropriate by the Town Manager.
- f) After discussion with the department head, the Town Manager's office will advertise the position in the locations, and for the durations deemed appropriate. All advertising costs will be charged to the department filling the position.
- g) The Town Manager's office will receive all applications/resumes and will forward copies of only those that meet the requirements of the position to the department head, or their designee.
- h) The Town Manager's office will contact all applicants to acknowledge receipt of their application/resume. (This will not be done for seasonal positions.)
- i) The department head will select the candidates to be interviewed and schedule the interviews. The department head may request that the Town Manager's office assist in this process. The Town Manager's office, at its discretion may participate in this process.
- j) The department head, and/or their designees, will conduct interviews, with a minimum of three to five applicants being considered. The department head will provide all candidates with a list of available benefits at the time of their interview. This will not be done for seasonal positions. The department head may request that the Town Manager's office assist in this process. The Town Manager's office, at its discretion may participate in this process.
- k) Any questions regarding benefits should be directed to the Town Manager's office.

- l) The department head, and/or their designee, will check the candidate's references, and record the results of said check.
- m) The Town Manager's Office will initiate any other necessary records checks (for example; criminal records checks, youth/child labor requests).
- n) Any necessary pre-employment testing must be approved and administered by the Town Manager's office, with the assistance of the department seeking to fill the position. Once a candidate has been selected for hire, the department head will submit a completed "Applicant Selection Form" to the Town Manager (*see Appendix A*).
- o) If the Town Manager approves the new hire, the Town Manager's office will notify the department head and they will confer regarding the new hire's start date.
- p) The department head must then submit a completed "Personnel Action Form" to the Town Manager for approval (*see Appendix A*).
- q) The Town Manager's office will send rejection notices to the other candidates interviewed, as well as an offer notice to the selected candidate.
- r) Upon notification from the Town Manager's office that the successful candidate has accepted the offer, the department head will contact the new hire regarding their start date, hours, etc. and request that the employee contact the Town Manager's office as soon as possible to schedule an orientation.
- s) *PRIOR to the New Hire's Start Date*: The Town Manager's office MUST have completed the new hire's orientation AND have the new hire's completed paperwork on file. If this does not occur, the Town Manager's office will notify the department head that the new hire may not begin any work of any nature for the Town until the situation is fully rectified.
- t) All materials submitted by applicants will be kept on file at the Town Manager's office for a period of one year.
- u) NOTE: All departments must ensure that they do not retain Personnel records, such as resumes and applications, as this may lead to a legal violation for the Town. The Town Manager's office ONLY will retain such Personnel records.

Phillip L. Warren, Jr.
Town Manager