

## **RECRUITMENT AND SELECTION**

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### **Purpose**

The City of Rochester desires to recruit and select the best talent available through providing a "first class" hiring experience. With that in mind, this policy is intended to help provide guidance and consistency to the City's recruitment and selection processes.

### **Initiation of Recruitment Process**

As job openings occur, or at the time when new job positions are approved, a Hiring Requisition form will be completed by the appropriate supervisors and submitted to the Human Resources Department. All job openings shall be posted unless otherwise prescribed under a collective bargaining agreement. Openings may be posted internally or internally/externally as determined by Human Resources.

### **Application Format**

Applicants for a job opening must apply utilizing the application format prescribed by Human Resources in order to be considered for employment with the City. Cover letters, resumes, handwritten applications or other materials indicating candidate interest will not be accepted in lieu of the position application.

### **Candidate Selection**

Candidates being considered for each job opening must be derived from the pool of applications submitted to Human Resources and selection procedures must be done in compliance with applicable federal and state laws, including Veteran's Preference. When applicants previously employed by the City are applying to be rehired, their previous performance and separation circumstances will be considered in determining their eligibility for rehire. The City reserves the right to determine eligibility for rehire and to bypass previous employees at its discretion because of a legitimate business purpose. The Department Head or designee retains the authority to select the candidate best suited to fill the vacancy (except in those cases where final approval of the appointing authority is required).

### **Interview - Travel Expenses**

Job candidates may be reimbursed for related travel expenses. To qualify for this reimbursement, candidates must travel from outside a 100-mile radius of the City and have been invited to interview for an exempt-level position vacancy. Exceptions to these parameters may be granted with prior approval by the Director of Human Resources.

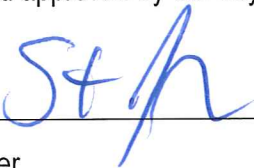
Candidate expenses will be charged to the hiring department and may include: mileage incurred using a personal vehicle, airfare at the economy or coach rate, shuttle fares, taxi fares, parking fees, hotel/lodging expense for one evening (providing the accommodations are made by the City), meals, and miscellaneous tips paid for service rendered. The amount of reimbursement allowable as well as the supporting documentation needed for reimbursement will be consistent with the same parameters and limits established for City employees.

### **Job Offers - Starting Pay Rate/Salary**

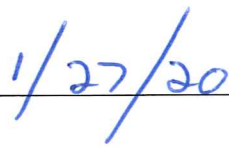
The candidate selected for a job opening will be offered a starting wage within the established pay grid for the job and in accordance with City policies and/or collective bargaining agreement provisions.

The applicable Department Head or designee in collaboration with the Director of Human Resources or designee must approve an offer above the starting pay rate of the applicable pay grid. Under no circumstances will a candidate be offered a pay rate/salary above the maximum rate of the job's pay grid.

Revised and approved by the City Administrator:

  
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Steve Rymer

  
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Date

Current Revision: Jan 2020

Previous Revisions: 5/15/06; 3/19/18; 12/18/19

**Related Forms:**

- Personnel Action Form