

## **POLICY 101 RECRUITMENT & SELECTION**

- 1. Purpose.** To provide a recruitment and selection process for all regular and temporary positions. The County observes all equal employment opportunity laws and regulations and the Eau Claire County Affirmative Action Plan in all of its recruitment and selection efforts. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience.
- 2. Vacancies.**

  - 2.1** When the County determines that a vacancy or new position will be filled, the County will normally notice the vacancy or new position electronically. In departments where employees do not have ready-access to e-mail, such as Highway, a paper notice of vacancy or new position will be provided. Job openings will normally be noticed for a minimum of five (5) working days. The notice may include such information as required qualifications, the date the position is to be filled, rate of pay, benefits, and the current job description for the position. The County retains the right to determine whether and when to recruit outside applicants.
- 3. Interview.**

  - 3.1** In most cases, employees who meet the minimum qualifications for the position and who provide the required information will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome.
- 4. Pre-Employment Testing.**

  - 4.1** HR makes recommendations with regard to the structure of pre-employment selection tests. In order to ensure that all pre-employment tests are work-related and non-discriminatory in nature, HR will administer, or make the decision to delegate, the testing process.
- 5. Eligibility List.**

  - 5.1** Eligibility lists will be administered for law enforcement positions who have defined qualifications based upon the Law Enforcement Standards Board §§165.85(4)(c) and 66.0501(1) Wis. Stats. and §§LES 2.01 and 2.02, Wis. Admin. Code.
  - 5.2** A comprehensive, validated written examination approved for use by the committee will be administered along with an oral interview.

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- 5.2.1 The interview panel will evaluate each candidate on established job-related criteria.
  - 5.2.2 Each interviewed candidate will be given a point score by the interview panel
  - 5.2.3 Following completion of all assessments, a numerical weighted rating will be applied to each candidate equaling 100 percent.
  - 5.3 Eligibility lists will be established for the following positions based upon this schedule or as approved by the director.
    - 5.3.1 Biannually for Correctional Officer
      - 5.3.1.1 The list will be effective for six months from date scoring process is completed
    - 5.3.2 Annually for Protective Sergeant and Deputy Sheriff
      - 5.3.2.1 The list will be effective for one year from date scoring process is completed
    - 5.3.3 As needed for Civilian Sergeant
      - 5.3.3.1 The list will be effective for one year from date scoring process is completed
  - 5.4 Rated candidates will be placed alphabetically on the eligibility list and hiring from the list will occur as position vacancies take place.
6. Hiring.
- 6.1 With the exception of Department Head and County Administrator positions, all recommendations for hire are subject to the review and approval of the director.

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