



Policy 2.1	Certification of Employment		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

CERTIFICATION OF EMPLOYMENT

2.1

POLICY

It is the policy of DuPage County to require a Certification of Employment form to approve the filling of all vacant full-time and part-time budgeted and temporary positions when applicable. This requirement is based upon the County's need to monitor and control headcount and staffing costs and to maintain a list of eligible candidates for employment.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.
- The philosophy of DuPage County is to provide employment and advancement opportunities to the most qualified individuals while maintaining compliance with all applicable employment laws.
- The Human Resources Representative assigned to the recruitment will work with the hiring department to determine the most qualified candidates whose names will be listed on the Certification of Employment form in the order of their overall average interview rating.

GUIDELINES

- A. Prior to posting a position, the Certification of Employment will be verified and approved by the Department Head and the Director of Human Resources.
- B. Upon completion of the recruitment, and prior to an offer being extended, the Human Resources Representative shall forward the Certification of Employment form to the Department Head and the Director of Human Resources for their signatures and approval.
- C. A new vacancy may be filled from a previous Certification of Employment if the position is the same or lower grade, with approval from the Department Head and the Director of Human Resources.

The Certification of Employment form may be found on the County internet at http://www.dupageco.org/HR/Docs/Employee_Forms/36710/