



<b>Policy 2.2</b>	<b>Recruitment Procedures</b>		
<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			

## **RECRUITMENT PROCEDURES**

**2.2**

### **POLICY**

It is the policy of DuPage County to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies. The County considers educational background, previous experience, and proven skills and abilities while maintaining compliance with applicable employment law. It is also the County's policy to encourage a career within the County by promoting current employees to fill vacancies whenever appropriate.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment, all applicants, citizens, or residents.

### **GUIDELINES**

- A.** The employment function is centralized within the Human Resources Department. All employment contacts for full-time, part-time and temporary positions may be originated by the Human Resources Representative for the hiring department, including direct contact with prospective employees.
- B.** Summer employment applications may originate from the County Department itself; however, all posting/applications will be centralized within the Human Resources Department.
- C.** When a promotional or external job opportunity arises, the hiring decision may include the following factors: job knowledge, education, ability and skills, disciplinary record, attendance record, past performance, advancement potential and other job-related criteria.
- D.** The Human Resources Department is responsible for conducting pre-employment testing, post-offer physicals, and post-offer drug screening, screening applications, interviewing, conducting reference, criminal background and driving record checks, and placing applicants for employment.

- E. The County of DuPage supports hiring based on merit and does not discriminate in favor of, or in opposition to, the hiring of more than one member of a family. An employee hired after December 1, 2010 will not be permitted to supervise or be supervised by immediate relatives, as defined in Personnel Policy 5.6: Bereavement/Funeral Leave, working within the same department.

Relatives of County employees are not precluded from applying for positions within the County. No employee shall participate in the interview or selection process or recommend the selection, promotion, or transfer of a person to whom he/she is a related.

- F. The County has two (2) methods for posting vacant job opportunities:

<b>Internal Job Opportunities</b>
<ol style="list-style-type: none"><li>1. A position may be posted internally on a County-wide basis as a promotion or transfer opportunity.</li><li>2. The length of an internal job opportunity posting is five (5) County business days and is normally posted prior to an External Job Opportunity.</li><li>3. If the department is unable to fill a vacancy after the five (5) day internal job opportunity posting, or if no applications are received, the department may request that the position be posted as an External Job Opportunity.</li></ol>

<b>External Job Opportunity</b>
<ol style="list-style-type: none"><li>1. A position is posted externally for any qualified, interested applicant to apply.</li><li>2. The external job opportunity will be posted until the position is filled or until a sufficient amount of applications have been accepted.</li></ol>

- G. Recruitment procedures may be modified for a temporary period of time due to financial situations, as determined by the County Board and approved by the County Administrator and the Director of Human Resources. At that time, the departments may be asked to document the need to fill the vacant position.

## **PROCEDURES**

1. All applications and resumes will be screened thoroughly by the Human Resources Representative to determine if the applicant meets the minimum educational and skill

requirements established in the approved job description/job posting.

2. DuPage County employees who apply for a position will be contacted by a Human Resources Representative to discuss their qualifications for the position. If qualified, those employees will be considered for the position through an interview process. Factors that will be considered in assessing a current employee for a new position include, but are not limited to, duration of time in current position, past performance reviews, and disciplinary history. All other considerations being equal, DuPage County employees who meet the qualifications for the new position will be given first consideration for job opportunities.
3. DuPage County is committed to aiding veterans who have served and received an honorable discharge from the Armed Forces of the United States, in order to make a transition into civilian employment. Therefore, when considering applicants with equal qualifications for a position, an applicant who can demonstrate that they have served and received an honorable discharge will be given preference for job opportunities, with special preference given to disabled veterans and those who have served on active duty or in a combat zone within the last year immediately prior to application.
4. DuPage County requires criminal background checks, work-related references from previous employers and, if applicable, pre-employment and post-offer testing including, but not limited to, drug screening, medical exam, and TB test. Driving record checks will be conducted on all new employees who are required to operate a vehicle as a condition of their employment. As a continuing condition of employment, periodic driving record checks, criminal background checks, and drug tests may be required.
5. The DuPage County Care Center is required to comply with the State of Illinois Health Care Worker Background Check Act [225 ILCS46]. For positions at the Care Center, appropriate license(s) and healthcare worker registries will be checked in compliance with the Health Care Worker Background Check Act. A fingerprint background check is also required. A conviction of certain crimes may make the employee ineligible to be employed by the Care Center in accordance with the Health Care Worker Background Act.
6. For specific positions within the Facilities Management Department, a criminal background check conducted by the DuPage Sheriff's department will be required as a conviction of certain crimes or pending court cases may make the employee ineligible to be employed.
7. The Human Resources Department will be responsible for collecting information from applicants and ensuring that all required information is collected and complete and that results are acceptable, prior to the new hire's start date. Offers of employment may be made contingent upon acceptable results of pre-employment and post-offer testing with the approval of the Director of Human Resources, or designee.
8. Once approval has been authorized on the Certification of Employment form (Personnel Policy 2.1: Certification of Employment), an offer shall be extended to the selected candidate. The Human Resources Representative will conduct any discussions and negotiations regarding terms of employment, including, but not limited to: starting

salary, hiring date, vacation time and/or other benefits.

9. All employment offers will be contingent upon approval of the Placing Names on Payroll resolution by the County Board, and new hires will not be permitted to start prior to that County Board approval unless special approval is received by the Director of Human Resources and County Administrator. Special approval will be based on, but not limited to, whether the operations within the department will be negatively impacted due to overtime, interruption of services, or care of residents. If special approval is received by the Director of Human Resources and the County Administrator, such special approval shall be submitted to the County Board for ratification. Under no circumstances will special approval be given to hire an exempt level position without County Board approval.
10. For the purpose of transparency, the Placing Names on Payroll Resolution will include all new hires, re-hires, promotions and job evaluations that result in an increase in pay.