

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **RECRUITMENT AND SELECTION**

### **POLICY STATEMENT:**

Pursuant to the Home Rule Charter of Macomb County, this policy is applicable to all positions. Macomb County is an equal employment opportunity employer that is committed to hire the most suitable applicant for vacant budgeted positions based upon a full, complete and fair analysis of qualifications. In order to promote a safe work environment and to ensure the character and fitness of potential employees, background checks are conducted. Macomb County will provide additional preference to qualifying United States Veterans during the interview process.

### **RECRUITMENT AND SELECTION ADMINISTRATION:**

The Department Head/Elected Official shall make a request to fill a vacant budgeted position to Human Resources and Labor Relations.

The Director of Human Resources and Labor Relations and Finance shall review the request as it relates to position control and budget authorization.

When authorized, Human Resources and Labor Relations, in conjunction with the Department, shall create, review, modify and distribute the job posting and interview process materials. Positions shall be posted for a minimum of ten (10) working days, unless otherwise specified by Human Resources and Labor Relations or an applicable collective bargaining agreement.

All applicants interested in a position must apply through the Human Resources and Labor Relations established application process within the posting period. The applicant must meet the minimum qualifications before the closing date of the posting, unless otherwise specified by Human Resources and Labor Relations or an applicable collective bargaining agreement.

Human Resources and Labor Relations reviews the applications and qualifications for each posting and will determine, using the minimum qualifications for a particular position, whether the applicant meets those minimum qualifications. Human Resources and Labor Relations and/or the Department will then select the most qualified applicants based upon measurable screening criteria, unless otherwise specified by an applicable collective bargaining agreement.

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The Department reviews the materials for the most qualified applicants will determine the most suitable applicant for the position through an interview process which may also consist of supplemental interviews, questionnaires and/or exercises, as has been authorized by Human Resources and Labor Relations. All selection materials and methods shall be authorized in advance by Human Resources and Labor Relations. A selection committee shall consist of at least two (2) representatives, as determined by the Elected Official/Department Head. The applicants will be ranked based upon matrices scored by each member of the interview committee. All selection materials will be returned to and maintained by Human Resources and Labor Relations.

Based upon the interview process, the Elected Official/Department Head recommends an applicant for hire and requests placement within the salary range for review and approval by Human Resources and Labor Relations.

If it is determined that there are no suitable applicants for the position after the interview process, the Department may request that Human Resources and Labor Relations select additional applicants for interview, based upon measurable screening criteria, or re-post the position.

Human Resources and Labor Relations shall facilitate and complete the recruitment and selection process, which includes a thorough and proper background check, with the recommended applicant.

Human Resources and Labor Relations shall communicate the status of the position and/or application to interested applicants.



Office of County Executive

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Revised: September 26, 2016