

# Salt Lake County Human Resources Policy 2-300: Recruitment and Selection

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## **Purpose**

This policy establishes a process to fill job vacancies in Salt Lake County that considers each applicant's qualifications and provides for a reliable, objective, and job-related method for determining their eligibility or ineligibility.

## **I. Policy**

Salt Lake County's policy is to hire according to merit principles found in the County Personnel Management Act, [Utah Code 17.33](#).

## **II. Procedures**

### **A. Recruitment Strategy**

1. HR will consult with hiring authorities regarding RIF reappointments, returning appointees and career mobility assignments before publicly posting a job announcement.
2. The HR Division, in consultation with hiring authorities and other subject matter experts, determines the recruitment strategy for each job vacancy. A recruitment strategy includes:
  - a. Ensuring a current and accurate job description
  - b. Identifying minimum qualifications
  - c. Identifying the selection criteria
  - d. Developing a job announcement which may include:
    - i. Posting job announcements online
    - ii. Marketing and advertising campaigns
    - iii. Networking with industry professional organizations
3. The Human Resources Division will actively engage in recruitment efforts designed to ensure minorities, women, and persons with disabilities or other groups substantially underrepresented in the county workforce are among the applicants from whom appointments are made.
4. The Human Resources Division will ensure veterans or their qualifying spouse or widow/er will receive a preference in the hiring process.
  - a. All preference eligible veterans and their qualifying spouses or widow/ers meeting minimum qualifications will either be given a 5% advantage or will be placed in a higher band when points are not used in the interview and hiring process.
  - b. For veterans with disabilities or for purple heart recipients, they will either be given a 10% advantage or will be placed in a higher band when points are not used in the interview and hiring process.

### **B. Recruitment for Sheriff's Office Sworn Officers (DSMC)**

1. Job announcements to recruit for entry level positions will include the position, salary range, basic duties, minimum qualifications, instructions for testing and recruitment closing date.
2. The announcement will be posted in the same manner as other public job announcements. It will also be posted in the Sheriff's Office divisions. Announcements will be posted at least 30 calendar days prior to the application deadline.

### **C. Minimum Qualifications**

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1. The HR Division, in consultation with hiring authorities and other subject matter experts determines minimum qualifications which include education and experience requirements for each position. Minimum qualifications will be based on an analysis of the duties and responsibilities of the job and will be job related.
2. The Human Resources Division in conjunction with hiring authorities will perform background checks for designated positions.

### D. Selection Criteria

1. The selection criteria may include, but are not limited to:
  - a. An analysis of the necessary knowledge, skills and abilities required for the position
  - b. A work history evaluation
  - c. A skill or performance test administered, as required, by the Human Resources Division
  - d. Interviews

### E. Job Announcements

1. A Division, Department or Elected Office may post internal job announcements.
2. All external job announcements will be announced for a minimum of five calendar days.
3. All internal and external job announcements will be reviewed and approved by the Human Resources Division, in conjunction with hiring authorities, prior to posting.

### F. Applicant Screening

1. Screening Process
  - a. The Human Resources Division gathers a complete applicant list for each recruitment
  - b. From the complete applicant list, a qualified applicant list of candidates that meets minimum qualifications will be identified by the Human Resources Division
  - c. From the qualified applicants list, the Human Resources Division will collaborate with the hiring agency and provide a certified applicant list
  - d. The hiring authority may only interview applicants on the certified applicant list
  - e. The Human Resources Division will notify applicants of their application status
2. Interview Process
  - a. Hiring authorities will make a reasonable attempt to interview all applicants on the certified applicant list.
  - b. In cases where a certified applicant has been interviewed by the same hiring authority for the same classification, the hiring authority may choose not to re-interview the applicant. The applicant remains active on the Certified Applicant List to be considered for future openings.
  - c. The hiring authority may recommend to the Human Resources Division that an applicant be removed for a qualifying reason from the certified applicant list. The Human Resources Division may, in consultation with the District Attorney's Office, determine the applicant is to be removed from the Certified Applicant List.
  - d. Hiring authorities will notify all of those on the Certified Candidate List of their interview status.

### G. General Responsibilities

1. Hiring managers and the Human Resources Division will follow the rules of the Salt Lake County [Nepotism Ordinance](#) (2.07.209).

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2. The Human Resources Division will maintain and secure the applicant management tracking system and its associated information and documentation.
3. Hiring managers will maintain confidentiality of information and documentation from the applicant management tracking system (including resumes, transcripts, applications, etc.).
- H. Applicants who fail to make the certified list in error may appeal to the Career Service Council using the [appeal form](#) within four calendar days of notification. The Career Service Council will immediately consider the appeal and issue a decision within four calendar days of receipt of the appeal.

### III. References

- A. [Americans with Disabilities Act of 1990](#)
- B. [Age Discrimination in Employment Act of 1967 as amended](#)
- C. [Civil Rights Act of 1991](#)
- D. County Personnel Management Act, [Utah Code 17.33](#)
- E. Rehabilitation Act of 1973 (P. L. 93-112) U.S. Code 38.42.2011, 2012, 2014
- F. Veterans Administration [U.S. Code 38.101](#)
- G. Veterans' Preference [Utah Code 71.10.1-3](#)
- H. Legal Notice Publication Requirements Utah Code 45-1-101
- I. Human Resources Policy:
  1. 1-200, General Definitions
  2. 2-100, Employment Status
  3. 2-200, Allocation and Classification of Merit Positions
  4. 2-400, New Hire Requirements
  5. 2-900, Reduction in Force Separations
  6. 3-200, Reasonable Accommodations
  7. 5-100, Pay Practices