

CITY OF PORTSMOUTH
ADMINISTRATIVE POLICY

#22

July 2002

SUBJECT: Employment Selection Review Procedure (ESR)

PURPOSE: The purpose of this policy is to establish a selection review procedure for City employment that provides an equal opportunity for all employees and applicants. The City is committed to the promotion of qualified City employees.

APPLICABILITY: All positions Grade 11 or above will require an ESR form. This form may be applied to lower-graded positions or "Internal Only" positions at the discretion of the City Manager, Deputy City Managers, Department Heads, or Director of Human Resource Management.

PROCEDURE: The following procedure will be utilized for filling vacancies.

- A. **Open Recruiting and Advertising** - When a department has a vacancy ready to fill, a representative will contact the Human Resource Management Department using the Request to Advertise Vacant Position form which may be processed by E-Mail and sent to the Human Resource Management Department.

If a cutoff date for accepting applications is to be used, it should be included in the request for advertisement. Use of advertising media, which has a general circulation to the public, will be determined by the hiring department and the Human Resource Management Department. Departments are responsible for the cost of advertisement.

In order for advertising media to be used to aid in recruitment for vacancies, a completed Request for Payment form with account numbers and authorized signatures needs to accompany the "Request to Advertise." Failure to attach the Request for Payment will result in no publication of the advertisement. Separate payment requests must be completed for each publication utilized. The requesting department will be notified of the cost of the advertisement via E-mail and the payment request will be processed by the Human Resource Management Department.

Payment requests must be in Human Resources no later than 12 o'clock noon Thursday of the week of the "Employment Opportunities" posting.

All positions will be advertised in accordance with the requirements of the Job/Position Description. If the hiring department requests modifications to the requirements, then the changes will be reviewed and agreed upon by the Human Resource Management Director or designee prior to the advertisement. In instances where there is no Job Description, the hiring department and Human Resource Management will work together to develop one.

Assistance and review of interview questions, panel selection, exercises, scoring, etc. is available from the Human Resource Management Department. A review of any interview questions, exercises, tests, etc. is required by Human Resource Management to ensure the legality and defensibility of the City of Portsmouth's selection process (see Request for Interview Question Approval form). The Department Heads will assume responsibility and accountability for the information if there are any questions or an appeal.

- B. **Internal Recruiting** - Departments may request consideration for internal recruiting. This limits the recruitment to present City employees for a period of 7 days prior to outside recruiting. The vacancy will be posted on a special Job Opportunity Sheet developed for this purpose.

The Human Resource Management Director will review the request, taking into consideration the department's current utilization of minorities and females, and the availability of qualified internal candidates. The request for "Internal Only" recruitment should be noted on the Request to Advertise Vacant Position form. An ESR form will be required.

- C. **Screening** - The Human Resource Management Department will accept and screen applications and make referrals of those applicants who meet the basic minimum qualifications. The Human Resource Management Department will maintain a log of all the applicants by name, race, sex, and age. The selected candidates for a position will be required to have a completed City of Portsmouth application on file in addition to any resumes or other material submitted.
- D. **Internal Candidates** - Current employees of the City are encouraged to apply for any positions for which they believe they are qualified. All internal candidates will apply at the Human Resource Management Department and submit a City application, whether applying under open or internal recruiting, except for those positions which require application to the Virginia Employment Commission.

Applications of internal candidates will be screened for basic minimum qualifications. Non-qualified internal candidates will be notified by the Human Resource Management Department that they did not meet the minimum requirements of the position. All qualified internal candidates referred to departments will receive interviews and be advised of the outcome of such interviews by the hiring department.

- E. **Employee Selection Review Process** - After the department interviews and makes a recommendation for selection, the information is transferred to the Employee Selection Review (ESR) form. At the conclusion of the interviews, the department submits the ESR form to the Human Resource Management Department, together with all supporting documents such as applications, referral forms, questions and answers, and the evaluation information. The Human Resource Management Department then completes statistical data on the utilization of minorities and females for the department or the work unit. The selection is reviewed by the Human Resource Management Director before forwarding to the City Manager's Office for approval. After the ESR has been approved by the Manager's Office, Human Resources will notify the hiring department at which time a job offer may be made. All newly hired and current employees in Safety Sensitive positions may be made a job offer contingent upon successful completion of an employment physical, including drug/alcohol screening. A job offer may only be made upon completion of the review process.
- F. **Positions under Grade 11** - In most cases an ESR is not required for Grade 10 and below. Interview questions, etc. for these positions may also be reviewed in advance. After the interviews and selection have taken place, referral forms are returned with questions, the answer sheets, and all applications. A job offer may be made to applicants upon successful completion of the review process by the Human Resource Management Department.
- However, in Safety Sensitive Positions, the offer is contingent upon successful completion of an employment physical, including drug/alcohol screening.
- G. **Salaries** - Requests for hiring above the hiring range as identified in the Classification and Pay Plan need to be included on the ESR.