



**City of
McMinnville**

RECRUITMENT GUIDE FOR MANAGERS

Updated June 2024

Quick Links

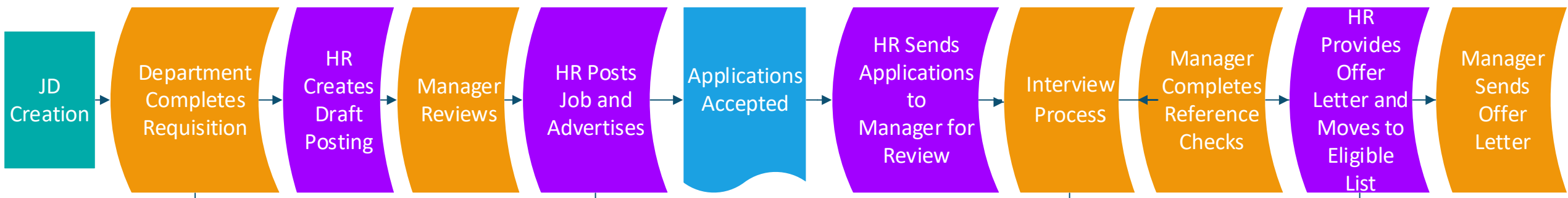
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Job Description and Classification Process



This process is designed to be interactive, so additional conversations/meetings may happen for clarification and classification purposes

Recruitment Process



Includes:
Supplemental Questions
Posting Language
Position Type
Advertising Requests
Posting Dates

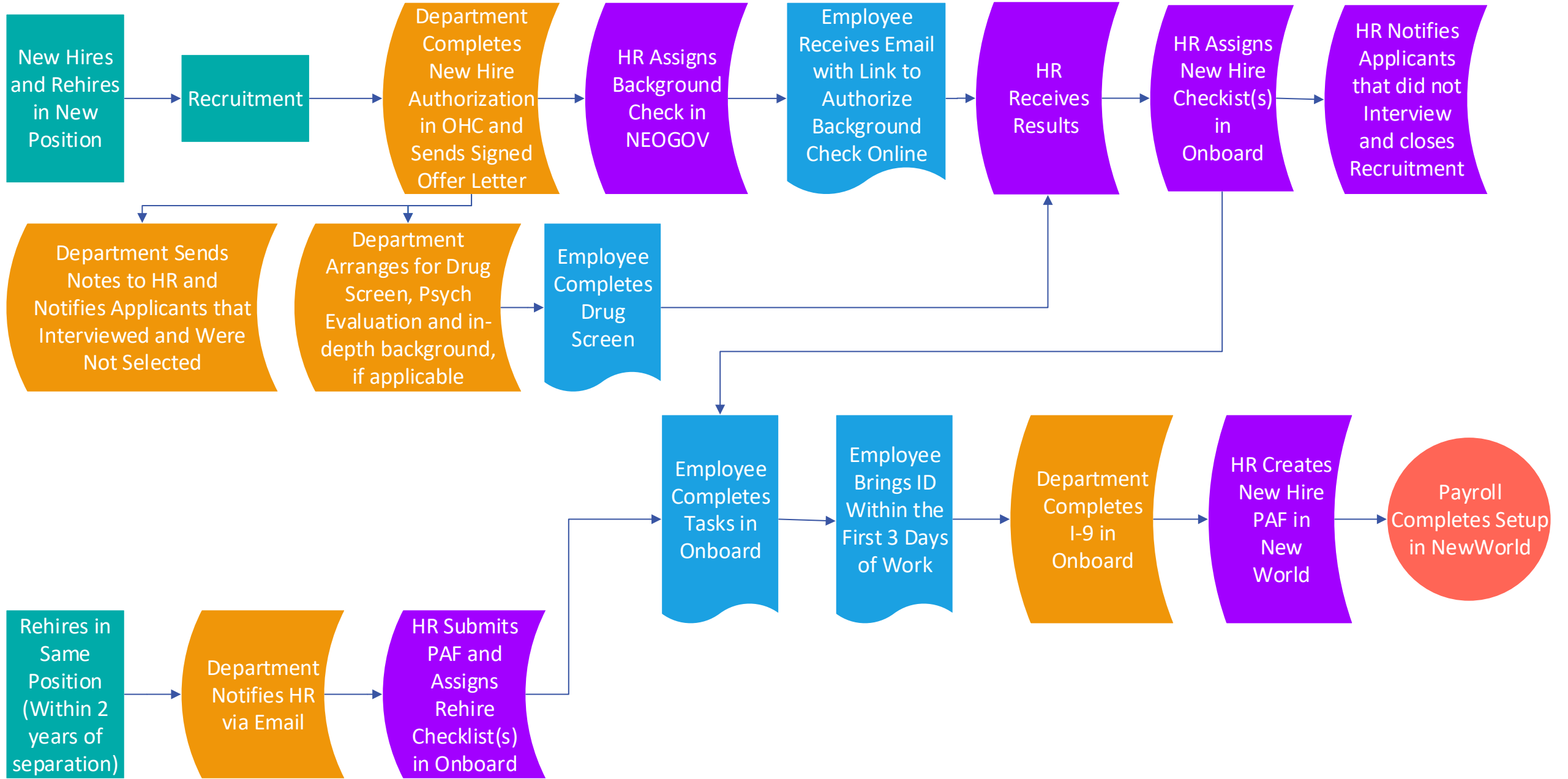
Includes:
iMatch
JobElephant Analysis
LinkedIn posting (if applicable)
Requested Sites

Every interview process is different but will include a combination of the following:
Veteran Preference Scoring
Manager Review
Minimum Qualification Review
Search Committee Review
Phone Interview(s)
In-Person Interview(s)
Zoom Interview(s)
Department Head Interview
Meet and Greet
Skills Assessment(s)
Presentation(s)

Includes:
Wages, Start Date,
FLSA Status,
Background Check,
Drug Screen, Benefits,
Leave Accruals



New Hire and Rehire Record Setup



Job Description and Classification Process

Manager Completes PDQ

1. Complete a PDQ using the template saved here:
I:\Human Resources\Recruitment Resources
2. If this is a new position, the entire form will need to be filled out.
3. If this is a revision, changes can be made via track changes.
 - a. Employees may participate in the PDQ update process.
4. When complete send to HR.



Manager Reviews

1. HR will write or update a job description based on the PDQ.
2. The draft version will then be sent to the manager.
3. The manager should review and provide any edits via track changes.



Recruitment Process

Department Completes Requisition

1. On the Dashboard page select "Create a Requisition" from the menu on the left.



Quick Actions

 [Create a Requisition](#)

Requisition Details

* required fields are marked with asterisk

<p>Requisition # [Assigned when requisition is saved]</p>	<p>Division/Department * Find a division/department</p>
<p>Job Descriptions * ⓘ Find a class spec</p>	<p>Working Title</p>
<p>Desired Start Date MM/DD/YYYY</p>	<p>Hiring Manager * Find a hiring manager</p>
<p>Job Type</p>	<p>List Type</p>
<p>Position ⓘ Find a position</p>	<p>Number of Vacancies 0</p>
<p>EEO/Census Data Template Find a EEO/Census Data Template</p>	
<p>ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.</p>	
<p>Which documents do you want to require with the application? * No Attachments Required Type in a search term</p>	<p>If you would like to include supplemental questions, please include them here. If not, please note N/A. * </p>
<p>How long do you want the position advertised? If you would like to leave it open, please note "Open Until Filled". * </p>	<p>Where would you like the position advertised? * </p>

2. Complete the Requisition

- a. Division/Department
- b. Job Description – Begin typing the job title and options will pop up. Select the appropriate title
- c. Working Title is generally the same as the job description title
- d. Desired start date is optional
- e. Hiring manager – Begin typing and the names will pop up for selection.
- f. Job Type – Full-Time, Part-Time, etc.
- g. List Type
 - i. Regular – Outside recruitment
 - ii. Promotional – Internal recruitment open to all city employees
 - iii. Department Promotional – Internal for the department only
- h. The position is optional
- i. Number of vacancies is optional
- j. EEO data is optional
- k. Documents – Resume, Cover Letter, etc.
 - i. If documents are required, X out the “No Attachments Required” selection
 1. Start typing the documents you want applicants to submit and select from the options
- l. Supplemental Questions – List out any questions applicants need to answer
- m. List how long the position should be open. Type “Open Until Filled” if you want to leave it open
- n. Include any places where the position needs to be advertised
- o. No position details are needed
- p. Click “Submit & Continue” at the top
- q. If approvals are needed, they can be added here, but are not required
- r. Click “Submit & Continue” at the top
- s. Click “Submit & Continue” at the top (Generally, there are no attachments to include)
- t. If there is specific language that needs to be included in the posting, add to the comments box

Manager Reviews Job Posting

HR will create the job posting based on the requisition and send it to the manager for review. The manager should review language, dates, and wage and send back any edits.



Manager
Reviews

Manager Sends Decision to HR Regarding Advertising

1. Review the advertising recommendation and decide if the position should be advertised with any of the recommendations.
2. Send a decision to HR.
3. If applicable, invoices will be forwarded to the department for payment.



Manager
Sends Decision
to HR

Search Committee and Interview Process

Interview processes are unique to each recruitment and the steps required are determined based on the level of position and the number of applications received.

Veteran preference and scoring must be included in every step of the process. Scoring may be numeric or forced ranking.



Search
Committee
& Interview
Process

The interview process may include a combination of the following:

- Minimum Qualification Review – Applications are automatically screened based on minimum qualifications. If the applicant does not meet the minimum qualifications, the manager will not see the application.
- Manager Review – Manager reviews the applications for minimum qualifications before sharing applications with other committee members.
- Search Committee Review – The committee reviews and scores applications based on a scoring rubric.
- Phone Interview(s) – Phone interviews are a good way to quickly gather further information about applicants and are typically used when there are a lot of applicants.
- In-Person Interview(s)
- Zoom Interview(s)
- Department Head Interview
- Meet and Greet – Generally used for all department head positions.
- Skills Assessment(s)
- Presentation(s)

Contact HR for assistance with the interview process.

Manager Completes Reference Checks

1. Review the references listed on the application and ensure a previous or current supervisor is included.
2. Notify the candidate that reference checks will be completed.
 - a. If a supervisor isn't listed, request that from the candidate.
3. Complete reference checks using the form saved here
I:\Human Resources\Recruitment Resources
4. Send completed forms to HR



Manager
Completes
Reference
Checks

HR Creates offer Letter and Manager Sends Offer Letter

1. HR will provide an offer letter for all full-time and part-time plus positions. After receiving that, review the start date, wage, and work schedule.
 - a. If edits are needed, notify HR.
2. Offer letters for part-time, temporary, and seasonal positions are not required. If you would like to send one, though, please use the template below.
3. Send the offer letter to the candidate.
4. Ensure a signed offer letter is received.



Manager
Sends
Offer
Letter

New Hire and Rehire Record Setup

Department completes New Hire Authorization form in NEOGOV

Department
Completes
New Hire
Authorization
in OHC and
sends signed
offer letter

1. If the candidate declines, decide if you want to offer the position to the second candidate and let HR know via email.
2. If the candidate accepts, send the signed offer letter to HR via email and proceed to the next step.
3. On the Dashboard page select “Recruiting” from the menu on the left
4. Select “My Requisitions” from the menu at the top

NEO GOV Dashboard Search for employees or positions

CT

Recruiting

Overview My Requisitions (1) My Job Postings (0)

Requisitions [VIEW ALL](#)

Active (1) Drafts (0) In Progress (0) Approved (0) Open (1)

Sort: Date created • Newest First

#FY2022-00100

5. Click on the requisition number (FY20...)
6. Click on “Candidates” from the menu on the top

Requisition Information Approvals Hire Workflow **Candidates** History

Referred Actions

7. Click the box next to the candidate being hired
8. From the Actions menu, select “Move to Hire”
9. Complete the form

Hire Form (Person ID: 52808521)

Cancel Save & Close **Save & Continue to Next Step**

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

Position Offer Date *

No position attached 02/21/2023

Date Offer Accepted * Offer Amount

MM/DD/YYYY \$

Bonus Amount Start Date *

\$ MM/DD/YYYY

Orientation Date Filled Date

MM/DD/YYYY MM/DD/YYYY

General Ledger (GL) * Pay Range *

Active On Eligible List

Comment

10. If additional positions are needed, add them to the comments
11. Select “Save & Continue to Next Step”
12. If you need to add approvals for your department you can do that on this page, but they are not required

Department notifies applicants that interviewed and were not selected

1. Applicants that participated in an in-person interview should receive a phone call from the manager letting them know they were not selected.
 - a. If the applicants request feedback, a quick summary can be provided. However, it should include an explanation that we use scoring rubrics and that they did not score as high as the other candidates.
 - i. *HR will contact all applicants that weren't selected for an interview.*
2. Send all interview notes to HR for filing.

*Notifying applicants can wait until the selected applicant has passed the background.

Department Sends Notes to HR and Notifies Applicants that Interviewed and were not selected

Department Arranges for Drug Screen, Psych Evaluation, and In-Depth Background

HR will conduct standard background checks for all new hires 18 and older. No action is required by the manager.

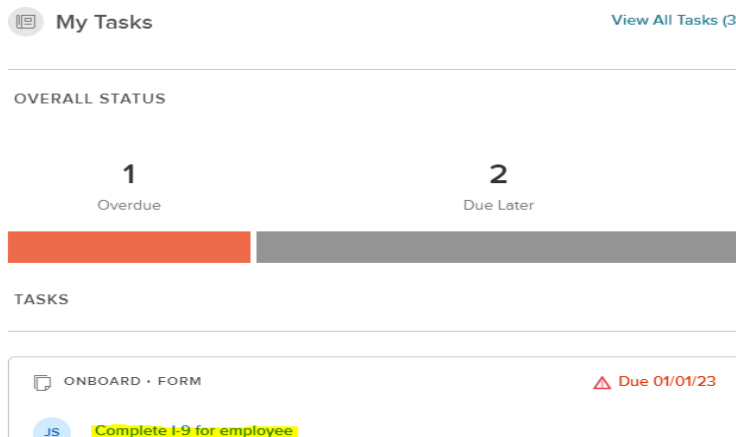
Only applicants for positions that require drug screens by federal, state or local law will be required to complete a pre-employment drug screen. This includes all positions that require a CDL.

Most Police and Fire positions require psychological evaluations and more in-depth background checks, which should be arranged by the department.

Department Arranges for Drug Screen, Psych Evaluation and in-depth background, if applicable

Department completes I-9 form in NEOGOV

1. On the Dashboard page select "Recruiting" from the menu on the left
2. Under the "My Tasks" menu select "Complete I-9 for employee"



Department Completes I-9 in Onboard

3. Complete Page 2 of the I-9.
 - a. Complete either the fields with red dots or the fields with orange dots
 - b. All fields with green dots should also be completed.
 - i. The hire date should be the first day the employee starts work (their first day with pay)
 - ii. Use your information for the green dots, including the address for your building.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title [?] (1) Select... <input type="text"/>		Document Title [?] Select... <input type="text"/>		Document Title [?] Select... <input type="text"/>
Issuing Authority [?] Select... <input type="text"/>		Issuing Authority [?] Select... <input type="text"/>		Issuing Authority [?] Select... <input type="text"/>
Document Number [?] <input type="text"/>		Document Number [?] <input type="text"/>		Document Number [?] <input type="text"/>
Expiration Date (if any) (mm/dd/yyyy) [?] <input type="text"/>		Expiration Date (if any) (mm/dd/yyyy) [?] <input type="text"/>		Expiration Date (if any) (mm/dd/yyyy) [?] <input type="text"/>
Document Title [?] Select... <input type="text"/>		Additional Information [?] <input type="text"/>		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority [?] Select... <input type="text"/>				
Document Number [?] <input type="text"/>				
Expiration Date (if any) (mm/dd/yyyy) [?] <input type="text"/>				
Document Title [?] Select... <input type="text"/>				
Issuing Authority [?] Select... <input type="text"/>				
Document Number [?] <input type="text"/>				
Expiration Date (if any) (mm/dd/yyyy) [?] <input type="text"/>				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

SIGN HERE →

Signature of Employer or Authorized Representative [?] <input type="text"/>	Today's Date (mm/dd/yyyy) [?] <input type="text"/>	Title of Employer or Authorized Representative [?] <input type="text"/>
Last Name of Employer or Authorized Representative [?] <input type="text"/>	First Name of Employer or Authorized Representative [?] <input type="text"/>	Employer's Business or Organization Name [?] <input type="text"/>
Employer's Business or Organization Address (Street Number and Name) [?] <input type="text"/>	City or Town [?] <input type="text"/>	State [?] Sel <input type="text"/>
		ZIP Code [?] <input type="text"/>


Instructions for completing the I-9

- The form must be completed within 3 days of hire.
- The employee must provide real documents. We cannot accept copies or electronic documents.
- The employee must provide either:
 - 1 document from list A; Or
 - 1 document from List B AND 1 document from List C
- The documents cannot be expired
- Acceptable List A Documents:
 - U.S. Passport or U.S. Passport Card
 - Other eligible documents include the following. If presented with these documents, please visit the [USCIS website](#) for requirements:
 - Form I-551
 - Foreign passport with I-551 stamp or I-551 printed notation on immigrant visa
 - Form I-766 with photo
 - Foreign passport with Form I-94 or Form I-94A
 - Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A

- Acceptable List B Documents:
 - Driver's license or ID card issued by a state or outlying territory of the U.S., provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
 - ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
 - School ID card with a photograph
 - Voter registration card
 - U.S. military card or draft record
 - Military dependent's ID card
 - U.S. Coast Guard Merchant Mariner Document (MMD) card
 - Native American tribal document
 - Driver's license issued by a Canadian government authority
- Acceptable List C Documents:
 - U.S. Social Security account number card that is unrestricted. A laminated card is acceptable.
 - A card that includes any of the following restrictive wording is not acceptable:
 - NOT VALID FOR EMPLOYMENT
 - VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - VALID FOR WORK ONLY WITH DHS AUTHORIZATION
 - Form FS-240, Form FS-545, Form DS-1350, Form I-197, Form I-179
 - Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the United States bearing an official seal
 - Native American tribal document
 - Employment authorization document issued by the Department of Homeland Security (DHS)

Department Notifies HR via Email Regarding Rehires

Departments generally have authorization to rehire employees without a full recruitment process within one year of separation. To begin the process, email Human Resources with the employee's name, the position, the hourly wage, and the state date



Department
Notifies HR
via Email

Offer Letter Template for Part-Time and Seasonal positions.

Contact Human Resources for full-time and part-time plus offer letters.

Dear [Applicant's First Name]:

On behalf of the City of McMinnville, I am pleased to confirm our conditional offer of employment for the position of [Position Title], effective [Start Date]. This is a [part-time or seasonal], non-exempt position which is eligible for overtime. This offer is contingent on successful completion of a criminal background check.

Your salary is in range [Pay Range] at step [Step Number] on the July 1, 2023 General Service Salary Schedule. This equates to [Hourly Dollar Amount] hourly. A typical work week is [Insert work days and hours].

Your benefit package, effective first day of the month following your date of hire, is the standard package provided to our newly hired part-time plus employees.

Once again, I am delighted to offer this position to you and look forward to working with you. I hope that you will find working with the City of McMinnville rewarding.

Congratulations!

Sincerely,

[Supervisor Name]

[Supervisor Title]