

CITY OF NEW LONDON HIRING POLICY

ADOPTED: Jan 6, 2009

Revised:

Source: CVMIC model hiring policy of 7/27/06

Notes: This policy should be reviewed and updated as hiring practices change due to new law, court interpretations or best practices indicate.

- I. Purpose** This policy sets forth guidelines to be used by supervisors throughout the hiring and selection process. All applicants must be given equal opportunity for employment, treated in the same manner and given the same consideration with respect to their traits that are protected by law. Affirmative Action requires that special consideration be given to employees whose race or gender is not adequately represented in the City workforce.
- II. Policy** The following components form the foundation of the City of New London's hiring practices. The entire process should be well documented. An organized file of the hiring process will be maintained by the City Administrator. Each hiring folder is to be maintained for two years following the date the position is filled. All medical records shall be maintained in a separate confidential file.

A) Necessary documentation The hiring folder shall contain: A job description (based on a job analysis); copy of any recruitment web posting, internet ads, newspaper ads; applications; list of all persons involved in the application review process; criteria used for screening applications; list of applicants to be interviewed; interview

process – time table, any special procedures (like a required video interview) questions to be used, list of interviewers, any second or follow up interview procedures, questions etc.; interview rating sheet, any personal notes made by interviewers, notes resulting from reference checks; copy of any information given to applicants; copy of rejection letters. Separate from the individual applications but in the folder any EEO/recruitment forms received to sample the diversity of the applicants.

The personnel file of the person hired will contain their application, work permit (if applicable), I-9, W-4, any notes regarding the required background check, copy of job offer letter. New hires must be reported to the Department of workforce Development.

B) Additional considerations Job descriptions should be reviewed annually, a job analysis should be done every five years, unless the annual review of job descriptions reveals that the job is now substantially different, in which case a job analysis should be done at once. For new positions a job analysis should be done after the first anniversary of the employee, to ensure that the envisioned job description does match the work actually being done.

Any grooming or dress requirements must be made at the time of hire. It is best that they be described during the interview, so that the person is aware of these prior to accepting the job.

There is a separate policy for the hiring and screening of Police & Fire dept. personnel.

Any proposed testing of the applicants must be done uniformly. Prior to conducting such tests the supervisor must consult with the city Administrator and CVMIC.

All interviewers and initial screeners must be trained on proper interview techniques. Such persons should have a meeting prior to reviewing applications to be sure they are following the same guidelines, understand the position to be filled and the qualifications being sought and understand the avoidance of protected class matters. They should stick to the scripted questions and be sure any follow up questions are job skills related.

The applicants should also be advised if this is a union position, if it is employment at will, or if it is over time exempt.