

SECTION 03-02

Effective Date: July 1, 1996

STEPS IN THE SELECTION PROCESS

The steps in hiring and appointing officers and employees of the Administrative Division is known as the "employment selection process". The County shall conduct this process generally as set out below:

- (A). review of all employment applications received for a posted position,
- (B). designation of candidates,
- (C). interview of candidates,
- (D). recommendation of candidate to Appointing Authority, subject to:
 - (i). any required skills or other pre-employment performance testing;
 - (ii). any required pre-employment medical examination;
 - (iii). criminal background check,
- (E). offer of employment by County Administrator or Board of Supervisors.