

Procedures for Employee Recruitment

The recruitment objective of the Park District of Oak Park is to attract highly qualified applicants for every position and select employees who bring a combination of talent and passion to our District.

Employee Recruitment Objectives

- Attract highly-qualified applicants with desired education and certifications,
- Attract applicants who possess a combination of talent and passion,
- Encourage workplace diversity by following all applicable laws related to equal opportunity employment.

Below are the procedures required to review, open and advertise a replacement or newly created position.

Employee Recruitment Process

1. Authorize filling of the position. Staff are required to make sure that they have the necessary permission and funding to fill a new or vacated position.

a. Seasonal/temporary positions. Staff must gain authorization from the Department Head to ensure that the number and type of positions being filled are inline with department needs and budget.

b. Year-round part-time and full-time positions. Staff follow the same steps as when filling a seasonal/temporary position, but must also then gain authorization from the Executive Director before recruitment begins.

2. Review position description. A job description must be created for any authorized new positions or reviewed at time of turnover to determine if any essential functions or requirements have changed or will be changed due to new business needs. The review is completed by the hiring supervisor with assistance from his or her supervisor.

3. Complete position requisition. Hiring supervisors are required to post job openings electronically through the AppliTrack System. The request is stored within AppliTrack and moves through a series of approval steps, allowing other members of the organization to review and amend, and finally approve or deny the requisition. Once approved, the requisition is converted to a job posting on the Park District website. There is the additional benefit of now having a record of who created, reviewed, and, finally, approved the posting.

To complete a requisition, the hiring supervisor should

1. Log into the AppliTrack system.
2. Click on the Job Posting tab at the top of the page.
3. Click on "Create a New Requisition."
4. Click on "Start from a Blank Form. It's important to create a new requisition with a unique ID for every position. If the staff member recycles an old requisition, the JOB ID will be tied to former applications. The applicant pool will include applicants from previous years.

5. Complete all information requested in the “Main” tab of the requisition form including choosing a “position type”. Summer position may be found under “summer employment.” Year-round positions can be found in other categories. If an applicable category is not found, contact Human Resources about setting this up.
6. Save all information entered.
7. Next, open the “Description” Tab.
8. Copy, cut and paste the appropriate job description from The Hub under Personnel and Job Descriptions.
9. Modify the language for your specific job after you have pasted it into the description page. Pay particular attention to the hourly wage and weekly hour commitment.
10. Be sure to “save” all changes.
11. Proceed to the Approval Process Tab, completing information in the “Main”, “Description” and “Approval Process” tabs.
12. Indicate an approval path by choosing approvers on the drop down menu. Select only the First Approver (your Superintendent) and include HR Assistant and the HR Manger as the final approver. The approval path is a follows:
 - Approver 1: Hiring Supervisor's Direct Manager
 - Approver 2: Hiring Supervisor's Superintendent (if applicable)
 - Approver 3: HR Assistant
 - Approver 4: HR Manager

Once your information is complete, click on “Submit Requisition”. Your requisition will then be emailed down the approval path.

4. Advertise position. Once the position has been approved in Applitrack, it automatically appears on the Park District's list of current job openings. The Director of Human Resources and the hiring supervisor determine if any additional recruitment methods are needed and which sources would yield the most qualified candidates. The HR Assistant tracks the recruitment source(s) utilized for each position.