

# Procedures for Applicant Selection & Hiring

Following are the procedures required when hiring or re-hiring any employee. The purpose of the selection and hiring process is to ensure that the most qualified applicants who are the most likely to be successful and contributing members of the Park District of Oak Park team are selected for the position

## **Selection of Employees for a Position at the Park District**

### a. New Hires

1. Hiring supervisor should log into AppliTrack to review applications for the position, taking into consideration the skills, experience, and education requirements listed in the job description for the position. Select several people to interview for the opening. The hiring supervisor should notify Human Resources when enough sufficient applicants are found so that the position/vacancy can be closed as promptly as possible.
2. The hiring supervisor should conduct a short phone interview to gauge whether or not an in-person interview should take place. If an interview is desired, send the invitation to the applicant.
3. Conduct the interview. Record questions asked and responses to the questions.
4. Take some time to consider whether this person would be a good fit for your department. Smart hires are not made on the spot at the interview.
5. Contact at least two references. If possible, hiring supervisors should call professional references (former employers) and not personal references (friends).

### b. Re-Hires or Current Employees Applying for New Positions

The Park District may also choose to fill year-round part-time (non-seasonal) or full-time position vacancies by promotion. The factors that shall be considered will include, but not be limited to, work performance, knowledge, training, education, ability, skill, efficiency, and length of continuous service from the last date of hire or promotion. Performance reviews are also considered in promotional opportunities. Otherwise, the following steps will apply:

1. If the employee has not been employed in the specific position in the past, the employee should complete an AppliTrack application for the new position they are applying for. The hiring supervisor should notify Human Resources when enough sufficient applicants are found so that the position/vacancy can be closed as promptly as possible.
2. Supervisors should interview former employees who have been separated from the Park District one year or more ago (a lot may have changed in a year).
3. Review the person's performance evaluation. Ask yourself if this person was a *model* employee and do we want to employ this person in this position?
4. For former employees, if the hiring supervisor was not the applicant's last supervisor, complete a reference check from the applicant's previous supervisor. For current employees, the hiring supervisor should speak to the employee's current supervisor to discuss the possibility of a transfer and how or if the employee could transition into this new role and obtain a reference check from the supervisor.
5. Obtain reference checks from two people not affiliated with the Park District. If

possible, hiring supervisors should call professional references (former employers) and not personal references (friends).

**Special Considerations for the Selection of Full-Time Staff:** The general process for the hiring of any full-time positions includes the steps indicated above for New Hires, along with the following additional guidelines:

- Full-time positions are interviewed by an interview team, which includes the hiring manager and Director of Human Resources, at a minimum. Besides offering personal insight into the impression of the candidates, the Director of Human Resources also ensures compliance with all legal requirements and Park District procedures and standards. Additional staff or community members (depending on the position) may be asked to participate in the interview team and care should be taken to develop a diverse interview team that will a variety of perspectives.
- Full-time hiring processes for professional positions will often include a minimum of two in-person interviews and often also includes an exercise for the applicants to help gauge their professional abilities related to the position.
- If the Executive Director is not part of the interview team, the top applicant(s) will meet with the Executive Director for a brief meeting as part of the final selection process.

### **Hiring of Employees for a Position at the Park District**

Once it is determined that a hiring supervisor would like to offer a position to an applicant, the hiring supervisor should

#### a. For New Hires

Print the AppliTrack application and attachments (resume, references, and cover letter, etc.) and gather a least 2 reference checks as well as the original interview questions and responses. Attach these documents to a completed Personnel Form.

#### b. For Re-hires employed with the Park District no more than 3-12 months ago (including seasonal employees) or Current Employees moving to a new position

Attach the applicants's last evaluation and reference checks to a completed blue Personnel Form.

#### c. For Re-hires employed with the Park District within the past 3 months

Complete the Payroll Change Notice.

Hiring supervisors should obtain their Department Head's approval for the hire and signature on the Personnel Form (or Payroll Change Notice for Re-hires who left the Park District less than 3 months ago) and then submit the approved form and required documents to the HR Assistant in order to obtain an employee packet (the packet can also be found on the shared network "P" drive).

Hiring supervisors should then make an offer of employment and let the applicant know that their offer is subject to a background check (and other pre-employment screenings if applicable). When making the offer, Hiring supervisors should clearly state the rate of pay. Oral job offers should be followed up with a confirming email.

If the applicant accepts the position, the hiring supervisor should distribute the employee packet, paperwork session information, personnel manual, and important training dates to new hires. New hires must choose one paperwork session to attend and can drop-in at any time during the session. New hires should be informed about the I-9 form and the need to bring appropriate identification to the session. If the new hire is a minor (under the age of 18) all forms must be co-signed by a parent or guardian. Hiring supervisors should ensure new hires bring the completed employee packet to the paperwork session, especially if the forms require a parent signature.

When forms are correctly filled out, the paperwork sessions for new hires take approximately 15 minutes. No incomplete paperwork will be accepted to create a partial file. Under no circumstances will an applicant be permitted to work at the Park District or be entered in the payroll system without the required forms/documents.

Note: From the date on which paperwork is received from the prospective employee, a minimum of 5 business days is necessary to process the criminal background check authorization. Payroll will separately create a personnel file for each employee as the completed paperwork is received. These processes must be completed before the employee can begin work. Consider hiring a substitute worker to cover for absences and delays in processing new hires.

### **Post-Paperwork Session**

Once paperwork has been received from the new and returning hires, there are additional trainings which must be attended, including a Park District orientation.