

## CITY OF WACO

### JOB POSTING AND ADVERTISING

Policies and Procedures

EMP-1

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Revised 10/01/02

#### Policy Summary:

Departments having job openings initiate filling the position by completing a Personnel Requisition Form and submitting it for approval.

Human Resources publishes the job opening on the appropriate Employment Opportunities list.

#### I. PERSONNEL REQUISITIONS

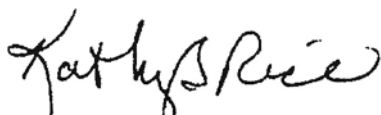
- A. The Personnel Requisition Form is used to request that a job be posted. Job openings are posted in accordance with the information submitted on the Personnel Requisition Form.
- B. This form details the particulars of the job being posted.
- C. All items on the Personnel Requisition, including designated signatures, must be completed before the position can be posted.

#### II. JOB POSTING

- A. Upon receipt and proper approval of the Personnel Requisition, Human Resources will post the job on the appropriate Employment Opportunities list. These lists are updated daily, and posted in Human Resources and on the City's Internet and Intranet sites. The telephone job line is updated weekly.
- B. All openings shall remain posted for a minimum of five working days.
- C. After five working days, the position may be closed if an adequate applicant pool has been established by Human Resources.

#### III. ADVERTISING

- A. Advertisements for job openings may be placed in newspapers, trade journals and other publications. All advertisements must be approved by Human Resources prior to publishing. Each advertisement must include the statement: "The City of Waco is an Equal Opportunity Employer."
- B. Each Department is responsible for placing its own advertisements. Advertising costs will be paid by the department with the opening.



Kathy S. Rice, City Manager  
October 1, 2002