

CITY OF WACO
A Supervisor's Guide to the Hiring Process

This is intended to be a guide to assist Supervisors with the steps in the hiring process. For a more detailed description, please refer to the Hiring Procedures, which can be found on the S drive, HR Forms Folder.

- Complete Personnel Requisition Form. Use latest version from S drive, HR Forms Folder.
- Submit Personnel Requisition Form with appropriate signatures (Department Director, Budget, City Manager's Office).
- Submit structured interview questions via email to EEO/Staffing Officer for review.
- If additional advertising is needed, forward all ad content to the EEO/Staffing Officer for review prior to publication to ensure EEO compliance.
- Contact HR to schedule appointment to review applications.
- Review applications, select those you plan to consider further, and list them on the Application Routing Form.
- Notify HR to close position (if ready to close).
- Schedule interviews – instruct applicant to bring driver's license and social security card (or 2 other forms of acceptable ID) to interview. If transcripts are needed to verify educational requirements, request applicant bring copy to interview.
- Conduct interviews. Provide applicants with a copy of the Applicant Instructions form to take to Human Resources.
- Conduct employment and personal/business reference checks on top applicant(s).
- Contact the EEO/Staffing Officer to review file if applicant is a current/former City employee.
- If a top candidate is selected and the posting is still open, notify HR to close the position. A contingent offer cannot be made until the position is closed and all applications reviewed and considered.
- Contact HR to begin background check (criminal history, sex offender, municipal court, driver's license) on top applicant. **DO NOT MAKE A CONTINGENT OFFER PRIOR TO THE BACKGROUND CHECK BEING COMPLETED AND THE APPLICANT CLEARED BY HR.**
- Verify educational requirements. Request a certified transcript from the top applicant if applicable.

- If HR clears applicant, determine the starting salary to be offered. If starting salary is above Quartile 1, obtain appropriate approvals using a quartile justification memo. The justification memo must be approved before the contingent job offer is made and before moving forward any further in the process. The salary is not final until all approvals are obtained. **DO NOT MAKE A CONTINGENT OFFER OR START AN APPLICANT UNTIL THE QUARTILE JUSTIFICATION MEMO HAS BEEN APPROVED.**
- If applicant is clear and quartile justification memo approved (if applicable), make contingent job offer. Read offer word for word. Give or mail copy of offer to applicant once accepted.
- Have applicant contact HR for further processing (HR will set up pre-employment physical. If job is a DOT position, the physical process may take 2-4 days to receive clearance.)
- Complete the Hiring Packet and return all information (including top applicant's application, interview questions, contingent job offer, and quartile justification memo) to Human Resources (see Hiring Checklist in the Hiring Packet for more details).

***Once the applicant has passed their pre-employment physical, they will take their clearance letter to HR and complete new hire paperwork. HR will contact you to confirm the start date and schedule the new employee for New Hire Orientation.

- Complete New Employee Job Orientation Guide within the first 30 days the new hire is employed.
- Return the original New Employee Job Orientation Guide to HR and retain a copy in the employee's department file.