

City of Waco Hiring Procedures Non Civil Service

Reminder: Please follow City Policies referring to steps in the Hiring Process.

Step	Who Does It	Action Performed	Comments
		Rows that are shaded apply to activities conducted by the hiring department.	
1	Hiring Department	Verifies Position Authorization Number.	HTE
2	Hiring Department	<ul style="list-style-type: none"> • Completes Personnel Requisition Form, to include obtaining appropriate signatures. Use latest version on S Drive, HR Forms Folder. • Posts the salary range on the requisition within a minimum and maximum range the department is willing to offer. The salary offered on a contingent job offer form must fall within the salary range posted on the requisition. 	<ul style="list-style-type: none"> • S Drive/HR Forms/Hiring Process/ Personnel Requisition Form • Personnel Requisition Form Instructions • Supervisors are encouraged to come to HR and take assessment tests prior to listing them on a requisition.
3	Hiring Department	<ul style="list-style-type: none"> • Submits Personnel Requisition Form with signatures 	
4(a)	HR CSR	<ul style="list-style-type: none"> • Date stamps Personnel Requisition Form, reviews it, and conducts interview with hiring supervisor to inquire about position needs, testing and job posting wording. • Reviews Personnel Requisition Form for completeness, including verifying the position authorization number. • If incomplete, calls hiring supervisor for clarification. 	HTE
4(b)	HR CSR	<ul style="list-style-type: none"> • Gives requisition to Compensation/ Civil Service Administrator for review and signature. 	
5(a)	Hiring Supervisor	Submits structured interview questions via email or in hardcopy to EEO/Staffing Officer for review.	

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5(b)	EEO/Staffing Officer	Reviews interview questions and provides any feedback to the designated interviewer.	
6	HR CSR	Within one day of verifying completed Personnel Requisition Form, the posting is sent to the hiring supervisor for approval. The position is posted on the employment opportunities list. <i>(Positions will be posted for a minimum of five business days.)</i>	http://www.waco-texas.com/intranet.htm
7	HR CSR	Sends updated Job Postings to Municipal Information daily.	
8	Municipal Information	Updates Job Postings on web site and WCCC daily.	
9	HR CSR	<ul style="list-style-type: none"> • Makes hard copies of postings for display in HR lobby. • Stamps "Closed" on any positions that are closed during the day. 	
10	HR CSR	Updates positions on Job Line weekly, usually on Monday morning.	750-5743
11	Hiring Department, EEO/Staffing Officer	<ul style="list-style-type: none"> • Additional advertising is the responsibility of the Hiring Department. However, HR may assist in identifying sources. • The EEO/Staffing Officer must approve all ad content prior to publication to ensure EEO compliance. 	Policy EMP-1
12	HR CSR	Creates folder for qualified applications for each vacancy.	
13	Applicant	Submits application in person, via fax, mail, or internet.	Applicant requirements are posted in HR lobby and on website.
14	HR CSR	Reviews applications for completeness and minimum qualifications.	Application Review Form (Yellow)

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15(a)	HR CSR	<ul style="list-style-type: none"> Asks in-person applicant to complete missing items on incomplete applications. Advises in-person applicants not meeting qualifications of such, and asks if they have additional experience and/or education. Has applicant include necessary information. If still not qualified, places in “non-qualified” folder. 	
15(b)	HR CSR	<p>For incomplete applications received by email, fax, mail, or internet:</p> <ul style="list-style-type: none"> Applications that do not meet minimum qualifications are filed in the non-qualified file. Contacts applicant via phone or email to update application if applicant meets minimum qualifications. Application placed in incomplete file until applicant updates information or position is closed. 	Incomplete Application Addition Form (Blue)
16	HR CSR	Schedules or conducts required testing for qualified applicants.	
17	HR CSR	<ul style="list-style-type: none"> Enters qualified applications into HTE within one business day of receipt. Removes EEO Data Sheets after data entry and discards. 	HTE
18	HR CSR	Files qualified applications, immediately after data entry, in folder noted in step # 12.	
19	Hiring Supervisor	Contacts HR CSR as soon as possible after minimum five business days to schedule an appointment to review applications.	
20	HR CSR	Verifies the position has been posted the required time, and then schedules the appointment.	
21	Hiring Supervisor	Reviews applications, selects those wanted for further consideration, and lists them on the Application Routing Sheet.	Applicant Routing Sheet

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22	HR CSR	<ul style="list-style-type: none"> • Makes copies of the applications, and gives them to the supervisor, along with the Hiring Packet. • May close position with the supervisor's approval. • When job postings are closed, they will be closed as of 5:00PM on the business day that HR is notified. 	<p><u>Hiring Packet</u></p> <ol style="list-style-type: none"> 1. Applicant Routing Sheet 2. Hiring Checklist 3. Interview Questions 4. Interview Summary 5. Employment Reference Check 6. Personal/Business Reference Check 7. Applicant Instructions 8. Contingent Job Offer
23	Hiring Supervisor	<ul style="list-style-type: none"> • While scheduling interviews, instructs the applicants to bring their Drivers License (or other legally accepted form of ID) and Social Security card to the interview. • In cases where certified transcript is required, requests that applicant bring it to the interview or as soon as possible following the interview. • Conducts interviews and provides all applicants with an Applicant Instructions form to take to HR. • Verifies proper class of driver's license and any endorsements (if applicable) required by the position. 	<ul style="list-style-type: none"> • Refer to #24 for other legally accepted forms of ID. • Refer to #26(c) for transcript requirements.
24	Interviewed Applicants	<ul style="list-style-type: none"> • Reports to HR after the interview. • Presents Drivers License (or other legally accepted ID) and Social Security Card • Completes Pre-Employment Inquiry Release(s). 	Other Legally Accepted Forms of ID: Passport, Texas ID, School ID, Birth Cert, Employment Authorization, Temp Resident Card. Other forms may be acceptable as noted on the Form I-9.
25	HR CSR	<ul style="list-style-type: none"> • Assists applicant with completion of release(s) and notarizes them. • Verifies that drivers license is valid (if applicable for position) and not expired. 	Check the expiration date on the driver's license, as well as the class of license.
26(a)	Hiring Supervisor	<ul style="list-style-type: none"> • Conducts reference checks on the top applicant(s). • If current or former City employee, must confer with the EEO/Staffing Officer to review personnel file. 	<ul style="list-style-type: none"> • Employment Reference Check Form • Personal/Business Reference Check Form

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26(b)	HR CSR	When instructed by EEO/Staffing Officer, requests personnel file for former employee from archives. Archived files can be ordered by phone or email.	Provides Sandie Polk with the employee name, social security number and separation date. Check separation date by reviewing history card or HTE.
26(c)	Hiring Supervisor	<ul style="list-style-type: none"> • The hiring supervisor must receive and verify education higher than a High School Diploma or GED with a certified transcript either at the interview or soon thereafter. • If the position does not require higher education, but higher education was a deciding factor in choosing one applicant over others, the hiring supervisor shall verify higher education with a certified transcript. • The certified transcripts should be requested from the applicant. • A copy of the certified transcript may be retained in the department's personnel file. • In cases where a transcript is not available, please call HR. 	<ul style="list-style-type: none"> • Certified Transcript- an original transcript with institution's seal • The applicant is responsible for any associated costs related to obtaining transcripts. • Original certified transcripts will be kept in the employee's personnel file in Human Resources.
26(d)	Hiring Supervisor	<ul style="list-style-type: none"> • If a top candidate is selected and the job posting is still open, the supervisor must notify HR to close the position and return to HR to review and consider any new applications that have been received prior to closing the job. • A contingent offer cannot be made until the position is closed and all applications have been reviewed and considered. 	
27	Hiring Supervisor	Advises HR of their first choice and to begin background check.	Background check is not run until HR is notified to do so.

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28	HR CSR	<ul style="list-style-type: none"> • Verifies properly completed release form (s) in hand. • Ensures personnel file review of current or former employee. • Conducts background check on first choice only. If issues arise, consults with EEO/Staffing Officer. • Emails Driver's License information (Applicant Name, Date of Birth, and Drivers License Number) to Risk Management CSR and Claims Specialist to conduct DL Check. 	<p>Texas Criminal History Texas Sex Offender Municipal Court Driver's License Check</p> <p>Risk Management will notify the HR CSR if the DL is clear or not.</p> <p>Do not proceed with process until all background checks listed above have been completed.</p>
29	EEO/Staffing Officer	<ul style="list-style-type: none"> • If warranted, conducts additional review of background as needed. • May consult with HR Director for final decision. • Documents decision in applicant's folder. 	
30	HR CSR	<ul style="list-style-type: none"> • Notifies hiring supervisor he may or may not make contingent job offer. • If first choice is disqualified, the hiring supervisor may start the approval process on the second choice. • If no second choice, the supervisor may look again at current applications, or ask for the position to be reopened. <i>(If requirements remain the same, the requisition on file is reposted and there is no minimum posting time required. If any requirements change, a new requisition is required.)</i> 	

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31	Hiring Supervisor	<ul style="list-style-type: none"> • If a justification memo is required for approval of pay for either a current employee or new hire, the justification memo must be approved before the contingent job offer is made and before moving forward with any further steps in the hiring process (i.e. employee giving notice at another job, drug screen, physical, etc.). • If current employee please follow city policies about transfers. • If the starting salary is at or above quartile 2, approvals are required. 	Justification memo and instructions located on S Drive/HRFORMS/Justification for Quartiles
32	Hiring Supervisor	<ul style="list-style-type: none"> • Makes the contingent job offer word-for-word and ensures offer is understood. • Gives or mails copy to applicant once offer accepted. • The starting salary offered must be within the salary range posted on the position requisition. • If applicant declines, follows the same procedures outlined in # 30. • To offer the position at a salary above the salary range posted on the requisition, the position must be reposted for a minimum five business days with the new salary range. • If the position is grant funded, put time limit information in a written format so the employee is made aware of and understands the time frame of the position. 	<ul style="list-style-type: none"> • Contingent Job Offer • Policy CMP-1

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33	Hiring Supervisor	<ul style="list-style-type: none"> Instructs the selected applicant to contact HR for further processing. Returns completed Hiring Packet (including the Hiring Checklist) to HR. 	<u>Hiring Packet</u> 1. Applicant Routing Sheet 2. Hiring Checklist 3. Interview Questions 4. Interview Summary 5. Employment Reference Check 6. Personal/Business Reference Check 7. Applicant Instructions 8. Contingent Job Offer 9. Quartile Justification Memo (if applicable) 10. Original Certified Transcript (if applicable)
34	HR CSR	<ul style="list-style-type: none"> Schedules applicant for pre-employment/drug screen. If DOT position, completes information for prior employer(s) verification. 	<ul style="list-style-type: none"> (A) Acknowledgement Form (B) Release Form (C) Testing History for DOT
35	Employee Health Services	Clears applicant and sends them to HR Admin, or notifies HR Admin they are either unable to clear them, or that there will be a delay in the clearance process.	
36	EEO/Staffing Officer	If Employee Health Services is not able to clear applicant, HR Admin notifies hiring supervisor.	
37	HR CSR and Applicant	Completes new hire paperwork or schedules appointment to do so.	
38	HR CSR	While applicant is in the office, contacts hiring department to confirm the start date. Schedules New Hire Orientation date.	See insurance note on Contingent Job Offer.
39	Hiring Supervisor	<ul style="list-style-type: none"> Completes the New Employee Job Orientation Guide within the first 30 days of work for new hire. Returns the original form to HR and retains copy in department's personnel file. 	S Drive/HR Forms/Hiring Process/New Employee Job Orientation Guide
40	HR CSR	Confirms attendance at Orientation and receipt of New Employee Job Orientation Guide.	