

EP -2: Employment Interviews

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SECTION I - POLICY

1. SELECTION OFFICIAL

- a. The County Administrator designates the selection official for the vacant position. The selection official is normally the department head or appropriate supervisor within the work unit involved.
- b. The Human Resource Department is responsible for contacting applicants for interviews, scheduling interviews, and notifying all interviewees (by letter) of the selection decision.

2. SELECTION PROCEDURE

- a. The County Administrator and the Human Resource Director select the recruitment sources to be used. All job announcements are advertised locally and a determination made for statewide announcements.
- b. Job announcements for department heads and administrative personnel may be advertised in area-wide and/or national publications.
- c. All persons seeking employment with Fairfield County must complete an application and submit it to the Human Resource Office. In addition, depending on the nature of the job, one or more of the following selection criteria may be required of the applicant: job sample tests, education, background, experience and training, credit and reference checks. Physical examination may required of certain personnel prior to their actual employment. Selection is made without regard to color, religion, age, gender, disability, or national origin.
- d. The Human Resource Director forwards copies of all applications to the appropriate department head and the County Administrator for consideration. The County Administrator and the department head review all applications and eliminate those which do not meet the minimum requirements of the position. They shall then notify the Human Resource Department of the selections for interviews.
- e. Interviews are scheduled between the County Administrator, the Human Resource Director and the department head and each of the qualified candidate(s).
- f. After the interviews, reference checks is conducted on the top job candidate(s).

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- g. The County Administrator makes the final selection of all positions under his jurisdiction. Constitutional officers make final selection of all positions under their jurisdiction. Legislative commissions make final approval of all positions under their jurisdiction.

The hiring of personnel within departments under the direction of elected officials shall ultimately be vested in the elected officials. However, elected officials are required to comply with the personnel policies and procedures.

- h. During vacation periods or times of increased workloads, the Administrator has authority to transfer any employee paid by Fairfield County to another department on a temporary basis.