

# City of Mission Viejo Personnel Policy

**Subject:** RECRUITMENT

**Purpose:**

To provide guidelines for recruiting and appointing employees to authorized City positions.

**Related Policies:**

Categories of Employment  
Non-Discrimination  
Reference Checks  
Wage Administration

**Background:**

The City's goal is to hire the most qualified employees for City positions. The City expects to hire people based upon their ability to do the work which is assigned to the position for which they are being considered.

In order to be sure that an employee is hired properly, it is necessary for each supervisor to follow a series of steps before making a job offer or allowing the employee to start to work.

**Policy:**

1. When a vacancy is created the supervisor who wants to fill the position must complete a Personnel Requisition. Before completing the requisition, the requesting supervisor should review the class specification for the open job title and note any special duties which will be assigned to the open position. The department head and the City Manager, or a designee must approve the Personnel Requisition.
2. The City Manager, or a designee, is responsible for determining the most appropriate method of announcing the opening and soliciting applicants. The requesting supervisor should discuss the need for advertising with the City Manager, or a designee. The job announcement shall include a description of duties, minimum requirements, testing and examination procedures, whether a physical and/or a drug test would be required, and other relevant information. The City Manager, or a designee must approve Job announcements, employment ads and advertising sources.
3. All employment applications will be received in the Personnel Office. Each application will be date stamped and filed. The City Manager, or a designee, will be responsible for establishing the steps to be followed in reviewing applications and selecting candidates for interview or testing for each recruitment. All applicants must complete an employment application.

4. Interviews and tests will be job related. Job related means that any questions or tests given to the applicant will be designed to determine whether they can perform the typical duties of the position. Non-job related questions and tests are not permitted. The City reserves the right to determine the need for, method, type and number of tests for each available position. The City reserves the right to determine the weight which is given to each test in determining the qualifications of candidates.
5. Final candidates and candidates selected for appointment will be selected from the applicant pool in accordance with procedures established by the City Manager, or a designee.
6. The City Manager, or a designee, retains the right to terminate any recruitment, test or examination at any time.
7. All reference checks, background checks and job offers shall be made by the Personnel Office prior to a new employee beginning work.
8. A new employee may not start work unless all of the following steps are completed:
  - a. The new employee must provide the following information:
    - i. Completed employment application
    - ii. Completed W-4
    - iii. Completed I-9
    - iv. Work Permit (if under 18)
    - v. Oath of Allegiance
    - vi. Driver's License (if required)
      - (1) DMV report (if required)
    - vii. Certificates and Diplomas (if required)
    - viii. Pre-employment physical, including a drug test (if required)
  - b. The employee must be given the following information:
    - i. An Employee Handbook (when available)
    - ii. Personnel Action Notice
    - iii. Harassment Memo
    - iv. Non Discrimination Memo
9. Once an applicant is selected to be employed, the Personnel Office will complete a personnel action form for approval by the department head and the City Manager, or a designee. A new employee may not start working unless this procedure is completed.
10. If the applicant is to be placed in a position which requires a physical examination, the applicant shall be told that any job offer is contingent upon them passing the physical examination. Such individuals may not start work without successfully passing the physical examination.

Adopted: By City Council - September 11, 1989 - Res. No. 89-92.