



Standard Operating Procedures: Recruitment

The following procedures will step you through the standard process for posting vacant positions. Because unique circumstances may exist for some vacant positions, please contact Human Resources with any questions.

Maroon bold is to be completed by the Supervisor/Manager. Black lettering will be completed by Human Resources.

1. **The Hiring Manager communicates to the HR Generalist about wanting to fill a vacant position.**
2. HR Generalist forwards the current Job Description (JD) to the Hiring Manager
3. **The Hiring Manager reviews the Job Description to see if any updates are necessary to the duties or the minimum qualifications, and communicates the information to the HR Generalist.**
 - a. Any changes to the minimum qualifications in an occupation title shared within Madison County must be approved by the Director of Human Resources.
 - b. If the predominant duties are changed or updated the position's classification will need to be reviewed by HR.
4. **The Hiring Manager submits the Authorization to Post a Vacancy to HR.**
5. The HR Generalist drafts the posting.
 - a. If the recruitment is a re-posting or to fill a position that was vacated, that information along with the name of the (former) employee will be included and the authorization will be retained in the file.
 - b. **If the recruitment is for a new position, HR and the Hiring Manager will present the request at the Commissioners' Meeting as scheduled.**
6. The HR Generalist will post the position.
 - a. External Posting
 - i. Log into Civic HR website.
 - ii. Review the job description in the Job Management tab of Civic HR and make any changes if necessary.
 - iii. Click on the "Create New Requisition" button on the upper right.
 - iv. Enter the following data for the posting:
 1. Location
 2. Hours per week
 3. Daily Shift (if possible)
 4. Publish to Career Portal button
 5. Job Status (Full-Time or Part-Time)
 6. Number of Open Positions
 7. Requisition Notes (if any)
 8. Days of the Week radial buttons
 9. Display Sections (Job Description; Job Responsibilities; Knowledge, Skills, and Abilities; Physical Requirements; Education Requirements; Pay Rate (if appropriate); Disclaimer; Special Instructions (if appropriate))
 10. Requisition Details



- v. Click on the "Save" button on the upper left
- vi. Review the posting under the "In Progress" tab of Civic HR Requisitions by clicking on the "Preview Job Details" button in the upper right.
- vii. Make any corrections as necessary.
- viii. Click "Save and Publish" to post the vacancy in Civic HR.
- b. External Posting – new position to Madison County or Civic HR
 - i. Log into Civic HR website.
 - ii. Click on Job Management tab
 - iii. Click on Create New Job button on the upper right
 - iv. Fill in information from the Request to Post and Job Description forms on the following tabs:
 1. Basic Information and click Save Job Information button on upper left
 2. Position Overview and click Save Job Information button on upper left
 3. Job Responsibilities and click Save Job Information button on upper left
 4. Knowledge, Skills and Abilities and click Save Job Information button on upper left
 5. Education Requirements and click Save Job Information button on upper left
 6. Disclaimer – copy from "Recruitment" file on HR share drive and click Save Job Information button on upper left
 7. (Application Special Instructions) and click Save Job Information button on upper left
 - v. Click on the "Create New Requisition" button on the upper right.
 - vi. Enter the following data for the posting:
 1. Location
 2. Hours per week
 3. Daily Shift (if possible)
 4. Publish to Career Portal button
 5. Job Status (Full-Time or Part-Time)
 6. Number of Open Positions
 7. Requisition Notes (if any)
 8. Days of the Week radial buttons
 9. Display Sections (Job Description; Job Responsibilities; Knowledge, Skills, and Abilities; Physical Requirements; Education Requirements; Pay Rate (if appropriate); Disclaimer; Special Instructions (if appropriate))
 10. Requisition Details
 - vii. Click on the "Save" button on the upper left
 - viii. Review the posting under the "In Progress" tab of Civic HR Requisitions by clicking on the "Preview Job Details" button in the upper right.
 - ix. Make any corrections as necessary.
 - x. Click "Save and Publish" to post the vacancy in Civic HR.
- c. Internal Postings
 - i. Open "Recruitment" folder on HR share drive
 - ii. Pull up the "Internal Job Posting Master"
 - iii. Edit the template as necessary
 1. Enter the job title in the first field



2. Fill in the other fields as appropriate
3. The field after the red closing date notice is for position that require additional/regular drug/alcohol screening (i.e.: Class A Drivers)
 - iv. Distribute via email to the appropriate employees
7. If requested, the HR Generalist will work with the Hiring Manager to place an ad in a professional publication or website.
8. HR Generalist starts a recruitment and selection folder, named for the position being recruited, and places the following materials, as they're available:
 - a. Recruitment File Checklist
 - b. Request to Post Vacancy form
 - c. Posting (internal – paper copy; external Civic HR)
 - d. Copy of any special recruitment efforts/ads
 - e. Application materials
 - f. Selection Process Checklist
 - g. Interview Schedule
 - h. In person Interview forms
 - i. Interview Consensus form
 - j. Law enforcement forms (background, authorization, one-on-one)
 - k. Presentation Matrix
 - l. Criminal Background Check Authorization
 - m. Criminal Background Check Results
 - n. Reference forms
 - o. Applicant communications
 - p. Applicant notifications