

APPROVED *James O. Williams*

RECRUITMENT AND SELECTION HIRING POLICY

I. GENERAL

It is the goal of the Fairbanks North Star Borough (Borough) to recruit, employ, and retain the most qualified work force possible.

II. PURPOSE

This policy ensures that all reasonable efforts are made to employ the most qualified applicants by maintaining an effective recruitment and selection process.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of each director, manager, supervisor or other employee who has hiring authority.
- C. Human Resources (HR) shall maintain this policy.

IV. POLICY

- A. It is the philosophy of the Borough to make reasonable efforts, consistent with legal employment management practices, to employ the most qualified applicants.
- B. The Borough will provide equal employment opportunity without regard to race, color, age, religion, sex, sexual orientation, national origin, marital status, changes in marital status, pregnancy, parenthood, covered veteran's status, veteran's disability, physical or mental disability or membership in the Uniformed Services. The Borough intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs and recalls are free of unlawful discriminatory practices.
- C. It is the policy of the Borough to comply with federal, state, and local affirmative action requirements. To accomplish the goals of the Borough's affirmative action program, the Borough encourages employment applications from and makes special efforts to recruit protected classes.
- D. All positions at the Borough, unless otherwise specified by state statute or local ordinance, shall be filled on the basis of merit as demonstrated by the individual's qualifications, abilities and past work performance, as appropriate.
- E. The Borough will conduct background investigations per policy FNSB 65.11 as required.

- F. Falsifying information, and misrepresentation or concealment of material facts on an employment application is an act of dishonesty. Current employees who falsify information during the recruitment and selection process will be subject to appropriate discipline. Falsification of information during the selection process is grounds for rejection of the application.

V. PROCEDURE

The purpose of this procedure is to furnish all levels of management with specific guidance for effective personnel recruitment and selection according to the accepted principles of management and in accordance with all applicable employment laws. These procedures and guidelines explain how employees are recruited and hired by the Fairbanks North Star Borough. It is important that all steps are understood and adhered to by those delegated with hiring authority.

- A. When a position vacancy occurs, either through attrition or by the creation of a properly funded new position, the hiring authority will:
1. Initiate a Recruitment Requisition Form (Attachment 1).
 2. Review and update the pertinent Position Classification-Vacancy Announcement Form (Attachment 2) to assure that it is current. A copy of the most current Position Classification-Vacancy Announcement can be obtained by accessing the HR Intranet website or by contacting the Human Resources Department.
 3. Compile lists of questions to be asked during the interview and reference check process. (Attachments 3 and 4)
 4. Forward the Recruitment Requisition Form, list of interview/reference questions, and Position Classification-Vacancy Announcement to the Human Resources Department for recruitment action. Care should be taken to ensure the following:
 - a) The Org Key (budget control designation) reflects the correct account to which the position is to be charged.
 - b) There is sufficient funding in the operating budget for the position and that the position is properly authorized.
 - c) The Position Classification-Vacancy Announcement accurately reflects the typical functions of the job, and the minimum qualifications (education, experience, and physical demands) stipulate the minimum entry level credentials required to satisfactorily perform the job duties. Minimum qualifications should not be listed unless justified as essential to satisfactory job performance. Proficiency testing should be noted on the vacancy announcement and a copy of the test attached to the recruitment request form for review and approval.

Changes to the Position Classification-Vacancy Announcement must be reviewed and approved by the Human Resources Director. Changes resulting in more than minimal modifications to the duties/requirements will require a re-evaluation of the position to ensure proper grade placement.