

Human Resources Policy	Issued:	Policy No.: II-A
TOWN OF WEYMOUTH	Supersedes:	Date Issued:07/01/2000
Issued By: Human Resources	Approved By: Office of the Mayor	Page 1 of 1
Subject: Recruitment and Hiring		

Policy: The Human Resource Department will be responsible for providing controls and guidelines for the hiring of non-bargaining unit personnel.

Scope: This policy and procedure is applicable to all non-bargaining unit personnel.

Procedure:

1. All open positions must be approved and included as part of the town's Classification and Compensation plan.
2. All positions below Directors level shall be posted in accordance with the Town's policy (reference HR Policy II-B Internal Postings).
3. The Human Resource Department is solely responsible for developing and implementing a recruitment strategy, including the selection of advertising, for the open position.
4. The use of Employment Agencies requires the approval of the Department head and the Director of Human Resources
5. Any candidate, who lives beyond a commutable distance from the Town of Weymouth, must be initially screened by phone, prior to being brought in for an interview.
6. All interviewed applicants must first have a screening interview by the Human Resources Department.
7. At the time of the interview, all applicants must complete the town's application for employment, and all other pre-employment forms.
8. No offer of employment may be made until the Human Resources Department has successfully concluded the applicant reference and background check.
9. Once a candidate has been selected, and the background verification process has been completed, the salary offer will be determined by the Director of Human Resources, with input provided by the Hiring Department Head. The offer will be presented to the candidate, and confirmed in writing, by the Human Resources Department.
10. All offers of employment will be contingent upon the successful completion of the town's pre-employment physical. This physical will be based upon the requirements and demands unique to each position, and will be in accordance with ADA guidelines. The Human Resource Department will be responsible for coordinating the physical.
11. Non-selected candidates will be notified of their status, by the Human Resource Department. Recruitment records, including resumes and applications, will be retained by the Human Resources Department. All such applicant files will be retained for a period of one year.