



Selection Process

<p>Application Screening</p>	<p>Application materials will be sent to the hiring department for their review. Once this review is completed, a limited number of the best qualified candidates will be invited to participate in the selection process.</p>
<p>Selection Process</p>	<p>The process may include a written and/or performance exam, individual and/or panel interviews, or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.</p>
<p>Eligibility List</p>	<p>The City will prepare an Eligibility List consisting of a group of applicants who successfully completed the selection process. The City may conduct education verification, reference checks, medical exams, and background investigations on those candidates on the Eligibility List to further determine their qualifications based on job requirements. The Eligibility List may stay active up to one (1) year and may be extended for an additional year based on the hiring department's request.</p>
<p>Employment Offers</p>	<p>A job offer may be extended to one of the candidates on the Eligibility List who has been determined to be the best qualified based on job duties and requirements of the position.</p>
<p>Medical Exam & Drug Screening</p>	<p>Conditional employment offers are contingent upon the candidate successfully completing any applicable post-offer medical examinations, drug screening, and fingerprint checks.</p>
<p>Appointments</p>	<p>The City may appoint any candidate on the specified Eligibility List who has successfully completed the entire selection process. Newly appointed employees must serve a probationary period before attaining regular employee status. The probationary period may range anywhere between twelve (12) and twenty-four (24) months based on the position.</p>