



City of Springfield Hiring Process

1. The hiring process for the City of Springfield as outlined hereunder applies only to those vacancies that will be filled through the Office of Human Resources (HR), which excludes appointed and tested positions, reclassifications/promotions in which no vacancy exists and those positions whereby selection is pursuant to the terms and conditions contained within the applicable collective bargaining agreement.
2. Hiring supervisor completes an Office of Budget and Management Fiscal Review Form and obtains necessary approvals.
3. Hiring supervisor submits the Fiscal Review Form and a current, approved job description to HR.
4. HR contacts the hiring supervisor to discuss posting options:
 - Open to both internal and external candidates unless approved by HR to be made available to internal candidates only or position anticipated to be filled by current bargaining unit member
 - Duration of posting (minimum of two weeks)
 - Advertising and job boards (see Addendum 1)
5. HR creates the job requisition in the applicant tracking system and the job posting document.
6. HR coordinates classified ads, job boards, and other recruiting avenues and distributes the posting to community outlets.
7. Candidates apply to a specific job opening on-line at www.springfield.il.us before the deadline. A confirmation e-mail is auto-generated and sent to the candidate upon receipt of the application submission.
8. After the posting deadline has passed, HR reviews each candidate's application for completeness and minimum qualifications. If deemed incomplete, HR sends an e-mail communication to the candidate, letting the individual know that (s)he is not being considered further.
9. HR refers all candidate profiles to the hiring supervisor, indicating which ones are minimally qualified, along with each individual's Self-ID Form. HR also lets the hiring supervisor know what, if any, Affirmative Action goals exist for the open position and stresses any underutilization in that particular job category.
10. Hiring supervisor reviews the candidates' application and Self-ID Form and then notifies HR of who/how many to interview. HR compares the list of those candidates selected for an interview against any demographic category for which underutilization exists. If no candidates of an underutilized demographic are selected, then HR will determine, by comparing the qualifications of those selected for an interview with those of any candidates in an underutilized group, whether or not any similarly situated candidates should be added to the list of interviewees.

11. With a reasonable amount of advance notice given to the candidate(s), face-to-face interviews are typically scheduled by the hiring department and require coordination to have an HR representative as part of the interview team.
12. Prior to interviews, a standardized set of interview questions must be submitted to HR for review and approval.
13. Interviews are conducted by a panel typically consisting of at least two members of management and a representative from Human Resources, and where appropriate and requested by hiring management, a second round of interviews or an experiential exercise/presentation may also be undertaken. Anyone serving on an interview panel must have received Interviewing and Hiring training in the fairly recent past or commit to doing so in the fairly near future.
14. In the event an individual on the interview panel has an immediate family member or close personal friend selected for an interview, (s)he shall recuse him/herself from that point forward for the remainder of the hiring process for that particular vacancy unless approved and documented by HR due to business necessity. An immediate family member is defined as spouse, child(ren), stepchild(ren), mother, father, brother, sister, stepmother, stepfather, stepsister, stepbrother, grandmother, grandfather, grandchild(ren), son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, or legal guardian.
15. At the conclusion of the initial interview round(s), the hiring supervisor informs HR of the top candidates for the position. Those top candidates are then reviewed by HR and the appointing authority. A second round of interviews is held, and that panel must come to a mutual agreement as to the best-qualified candidate, taking into account feedback from the first interview panel, any underutilization that may exist for the job category, and the overall fit of the candidate with the organizational goals and objectives.
16. Once the best-qualified candidate has been identified based on the above and other objective, job-related factors, the hiring supervisor completes a Hiring Recommendation Form and obtains the necessary approvals.
17. Once the Hiring Recommendation Form is finalized and received in HR, the selected candidate is contacted to arrange for pre-employment background and drug screenings.
18. If the screening results are clear, HR proceeds to make the offer of employment and arrange for New Employee Orientation. If the background check has adverse results, the Director of Human Resources will review and discuss the findings and any associated implications with the head of the hiring department. There must be mutual agreement between the two senior managers on how to proceed with the candidate.
19. Once the job offer is verbally accepted, HR creates the official offer letter to be returned by the candidate on the first day of employment and also sends links to benefits information and new hire paper work that can be reviewed and/or completed prior to arriving at the City on the first day.
20. Applicants interviewed but not selected for the position will be sent an e-mail communication letting them know another candidate has been selected and thereafter closes the job requisition. Applicants not selected for an interview, can check job

submission status within the Applicant Tracking System. Positions with a status of 'closed' are assumed to be filled or withdrawn.

21. Each quarter, HR will report all new hires/promotions/transfers resulting from any job posting within that reporting period on the City's website.

Ongoing in HR throughout the hiring process:

- All communication with candidates, other than the scheduling of interviews, is to be conducted by HR. Any questions about the hiring process, status of application, benefits, etc. must be handled consistently and therefore kept centralized within HR.
- HR is responsible for updating the status of all candidates throughout the hiring process in the applicant tracking system.
- HR is responsible for keeping the appointing authority apprised of all stages of the hiring process.

Addendum 1

City of Springfield Job Advertising and Posting Guidelines

Entry-Level Package

Position Type: entry-level, clerical/administrative, trades, labor; HS diploma or GED requirement

Audience: local job market

Outlets: City Website, local distribution list

Entry-Level Plus:

Option 1: two print ads – SJ-R ad (w/ 30-day Monster posting) or Illinois Times and one other outlet (e.g. Pure News, Capital City Courier)

Option 2: two digital postings – Monster, Career Builder, National Society of Black Engineers, Diversity Search, Law Enforcement Jobs, etc.

Option 3: one print and one digital listing

Professional Package

Position Type: mid-level professional or supervisor; Police and Fire; specialized experience or degree requirement

Audience: local job market

Outlets: City website, local distribution list, and one of Entry-Level Plus options 1-3 above

Professional Plus: add-on of one to two more outlets

Executive Package

Position Type: high-level professional or supervisor, senior management; specialized experience or degree requirement

Audience: regional or national labor market

Outlets: City website, local distribution list, and three media outlets from the Entry-Level Plus options 1-3 above, with one being specialized to the profession

Executive Plus: add-on of one or two more specialized outlets such as trade journals, search firms, specialty job boards, social media, etc.

NOTE: These guidelines are to be followed unless the Department Head and Director of Human Resources mutually agree to an alternative arrangement. In the event the two senior managers are unable to agree or reach a compromise, the Mayor will make the final decision.