



# HUMAN RESOURCES

REVISED: December 2021

## Approval Process for All Hires

### ***Before engaging in conversation with candidate (potential hire):***

1. Department Director at 1 on 1 meeting with Jim and/or Cristine shall discuss potential hires which fall into the following categories:
  - i. Regular
  - ii. Fixed Term, and
  - iii. Temporary candidates (such as a one-off's – exceptions are aquatic staff, library staff, seasonal, etc.)

This is to be done prior to engaging in conversation with the candidate (potential hire).

This includes staff who have left City of San Rafael employment and are interested in returning (retirees, resignations, etc.)

2. Jim/Cristine verbally approve hire.
3. Director and/or designee contact potential hire to discuss salary, start date, etc. Please note, start date should be the 1<sup>st</sup> or 16<sup>th</sup> of the month. New hires (non-management) should be made at step A or B, depending on experience. Any offer above step C requires City Manager approval. Salaries for Mid-Management & Executives should be discussed with City Manager during step 1 of the process.

### ***Coordinate with HR:***

4. Departments coordinate with HR to prepare Conditional Offer Letter & schedule appropriate background appointments (for those positions requiring a conditional offer and background).

5. HR will notify candidate of background appointments once a copy of the signed Conditional Offer is received.
6. HR will notify Department Director and/or designee of background results and will provide Final Offer Letter. Please note, start date may be delayed if candidate reschedules any background appointment.

***Department follow up:***

7. Director and/or designee provide Final Offer Letter to candidate and receives signed letter.
8. Admin staff will be given the go ahead by the Director or designee to create PAR.
9. Director and/or designee obtains Jim or Cristine's signature on PAR prior to submitting to HR for final processing.
10. Submit PAR to HR for final processing.

PARS submitted without proper approval will be sent back to the respective department for proper processing. Note: this could delay the start date.

As always please reach out to HR with any questions.