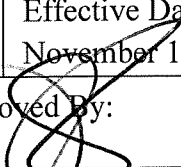
 Town of Swansboro	Personnel Policy		Recruitment and Employment Recruitment, Selection and Appointment	
	Number: Article IV; Section 3	Revisions: 1	Effective Date: November 19, 2018	Page of 1 2
	Supersedes:		Approved By: 	

ARTICLE IV. RECRUITMENT AND EMPLOYMENT

Section 3. Recruitment, Selection and Appointment

Recruitment Sources. When position vacancies occur, the Town Clerk shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Open positions should be posted for at least seven calendar days prior to an offer being made. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and news media available to minority applicants. In addition, notice of vacancies shall be posted at designated conspicuous sites within departments and on the Town's website. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. The North Carolina Employment Security Commission shall normally be used as a recruitment source.

In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs, upon approval of the Town Manager.

Job Advertisements. Jobs will be advertised in local newspapers, professional publications, and other relevant publications in order to establish a diverse and qualified applicant pool. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.

Application for Employment. All persons expressing interest in employment with the Town shall be given the opportunity to file an application for employment for positions which are vacant. The Town shall accept applications for positions of interest at any time. Applicants will need to complete a new application for employment for each position. Law Enforcement may maintain a file of qualified applicants for all positions.

Application Reserve File. Applications for those not selected shall be kept in an inactive reserve file for a period of two years, in accordance with provisions of Chapters 121 and 132 of the General Statutes of North Carolina.

Applicant Electronic File. Persons interested in employment with the Town may complete an application which will be held electronically, concerning all of the positions for which they wish to apply. These applications will be maintained for a period of six months. When a vacancy

occurs in positions of interest, an email will be sent, notifying the person and requesting that the person complete an application before the designated deadline.

Qualification Standards. All applicants considered for employment or promotion shall meet the essential qualification standards established by the class specification for the position to which appointed. Applicants who knowingly make any material false statement concerning their application for appointment or promotion to a position in Town employment shall forfeit their right to be considered for or occupy the position.

Medical Examination and Physician's Certification. Prospective or current employees may be required to submit to a medical and/or psychological examination or inquiry, at the Town's expense, to determine if they are able to perform the essential duties and responsibilities of the job.

Candidates for safety sensitive positions will also be required to pass a drug test prior to employment, and may be required to take a drug or alcohol test based on reasonable suspicion of use or impairment on duty.

Selection. The Manager and department head shall screen all applications and identify a group of the best qualified candidates. The Town Manager shall interview and check references and make such investigations and conduct such examinations as necessary to assess accurately the knowledge, skills, and experience qualifications required for the position, including criminal history where job-related. Volunteers are required to pay a \$30 fee to the Town for a background/driving history check. If the volunteer receives a satisfactory review following his/her probationary period (180 days/6months), the \$30 fee may be returned to the volunteer. All selection devices administered by the Town shall be valid measures of job performance.

Appointment. Before any commitment is made to an applicant either internal or external, the department head shall make recommendations to the Town Manager who shall review and approve the position to be filled, the salary to be paid, and the reasons for selecting the candidate over other candidates. The Town Manager shall approve appointments and the starting salary for all applicants.

Residency. Individuals shall be recruited from a geographic area as wide as necessary to ensure that well-qualified applicants are obtained for Town service. Residency in the Town limits is not required. However, employees may be required to live within reasonable commuting and emergency response distance.