



| <b>Policy 2.2</b>                              | <b>Recruitment Procedures</b>          |                                     |                                      |
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| <u>Effective Date:</u><br>9/14/10              | <u>Applicable Law/Statute:</u><br>None | <u>Source Doc/Dept.:</u><br>None/HR | <u>Authorizing I.C. Sec:</u><br>None |
| <u>Last Amended Date:</u><br>2/28/12, 11/23/21 |  |                                     |                                      |

## **RECRUITMENT PROCEDURES**

**2.2**

### **POLICY**

It is the policy of DuPage County Board to follow recruitment procedures that will attract, hire, and retain the most qualified applicants for job vacancies. The County considers educational background, previous experience, and proven skills and abilities while maintaining compliance with applicable employment law. It is also the County's policy to encourage a career within the County by promoting current employees to fill vacancies whenever appropriate.

### **ELIGIBILITY**

- All employees under DuPage County Board Jurisdiction regardless of employment, all applicants, citizens, or residents.

### **GUIDELINES**

- A. The employment function is centralized within the Human Resources Department. All employment contacts for full-time, part-time and temporary positions may be originated by the Human Resources Representative for the hiring department, including direct contact with prospective employees.
- B. For the recruitment of Seasonal employees, County Departments may conduct the screening and interview process. However, all job postings, receipt of applications, offers of employment and completion of pre-employment requirements will be centralized within the Human Resources Department.
- C. When a job opportunity arises, the hiring decision may include the following factors: job knowledge, education, ability and skills, disciplinary record, attendance record, past performance, advancement potential and other job-related criteria.
- D. The Human Resources Department is responsible for conducting pre-employment testing, post-offer physicals, and post-offer drug screening, screening applications, interviewing, conducting reference, criminal background and driving record checks, and placing applicants for employment.

- E. The County of DuPage supports hiring based on merit and does not discriminate in favor of, or in opposition to, the hiring of more than one member of a family. An employee hired after December 1, 2010 will not be permitted to supervise or be supervised by immediate relatives, as defined in Policy 5.6: Bereavement/Funeral Leave, working within the same department.
- F. Relatives of County employees are not precluded from applying for positions within the County. No employee shall participate in the interview or selection process or recommend the selection, promotion, or transfer of a person to whom he/she is a related.
- G. The County will posting vacant job opportunities on the County's electronic job board along with other job boards as deemed necessary. Job opportunities may be posted for a determined length of time or until the position is filled. Applicants must apply to a job opening to be considered for an open position.
- H. Recruitment procedures may be modified for a temporary period of time due to financial situations, as determined by the County Board and approved by the County Board Chairman's designee and the Chief Human Resources Officer. At that time, the departments may be asked to document the need to fill the vacant position.

## **PROCEDURES**

1. All applications and resumes will be screened thoroughly by Human Resources to determine if the applicant meets the minimum educational and skill requirements established in the approved job description/job posting.
2. DuPage County employees interested in positions available within the County can apply through the County's electronic job board. Employees who meet the required qualifications may be considered for the position. Factors that will be considered in assessing a current employee for a new position include, but are not limited to, duration of time in current position, past performance reviews, and disciplinary history. All other considerations being equal, DuPage County employees who meet the qualifications for the new position will be given first consideration for job opportunities.
3. DuPage County is committed to aiding veterans who have served and received an honorable discharge from the Armed Forces of the United States, in order to make a transition into civilian employment. Therefore, when considering applicants with equal qualifications for a position, an applicant who can demonstrate that they have served and received an honorable discharge will be given preference for job opportunities, with special preference given to disabled veterans and those who have served on active duty or in a combat zone within the last year immediately prior to application.
4. DuPage County requires criminal background checks, verification of education and/or required certifications or licenses, work-related references from previous employers and, if applicable, pre-employment and post-offer testing including, but not limited to, drug screening, medical exam, and TB test. Driving record checks will be conducted on all new employees who are required to operate a vehicle as a condition of their employment. As a continuing condition of employment, periodic driving record checks,

criminal background checks, and drug tests may be required.

5. The DuPage County Care Center is required to comply with the State of Illinois Health Care Worker Background Check Act [225 ILCS46]. For positions at the Care Center, appropriate license(s) and healthcare worker registries will be checked in compliance with the Health Care Worker Background Check Act. A fingerprint background check is also required. A conviction of certain crimes may make the employee ineligible to be employed by the Care Center in accordance with the Health Care Worker Background Act.
6. For specific positions within the Facilities Management Department, a criminal background check conducted by the DuPage Sheriff's department will be required as a conviction of certain crimes or pending court cases may make the employee ineligible to be employed.
7. The Human Resources Department will be responsible for collecting information from applicants and ensuring that all required information is collected and complete and that results are acceptable, prior to the new hire's start date. Offers of employment may be made contingent upon acceptable results of pre-employment and post-offer testing with the approval of the Department Head and Chief Human Resources Officer, or County Board's Chairman's designee.
8. Once approval has been authorized by the Department Head and Chief Human Resources Officer or designee, an offer shall be extended to the selected candidate. The Human Resources Representative will conduct any discussions and negotiations regarding terms of employment, including, but not limited to: starting salary, hiring date, vacation time and/or other benefits.
9. All employment offers will be contingent upon completion of all pre-employment requirements. Positions with hiring salaries within the appropriate approved salary range, do not require additional approval. Positions with a hiring salary outside of the appropriate approved salary range, are required to obtain approval resolution with the County Board.
10. Employees hired into positions of Department Heads shall have their appointment and compensation approved by the DuPage County Board. Employees hired into positions that meet the total compensation package posting requirements of the Illinois Open Meetings Act will be required to start after the required posting period is complete. Where such employees are Department Heads, their employment shall begin after their total compensation package is posted and their appointment is approved by the DuPage County Board.
11. For the purpose of transparency, a Placing Names on Payroll Resolution will include all new hires, re-hires, promotions and job evaluations where any of the foregoing result in an increase in pay for positions with salaries outside of the County approved salary range.