

## **RULE 9 – RECRUITMENT AND EVALUATION**

### **Section 1. Nature and Type of Evaluation Methods**

Evaluation methods shall be impartial and job-related to determine the relative excellence of candidates. Evaluation methods which will fairly assess the qualifications of candidates may include achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, assessment centers, assessments of training and experience, evaluation of daily work performance, work samples, medical tests, electronic truth measuring tests, physical, psychological evaluations, or any combination of these or other methods.

### **Section 2. Conduct of Evaluation Methods**

- A. Evaluations to measure the qualifications of applicants shall be conducted by the Human Resources Director or by a person designated by the Human Resources Director.
- B. Failure of an applicant to report as scheduled by the Human Resources Office for any part of the evaluation process may be grounds to remove the applicant from further consideration.

### **Section 3. Medical Examinations**

Appointments to the City service may be subject to a satisfactory pre-employment medical examination performed prior to commencement of the employment but only after a conditional job offer has been made. Such examinations shall be performed by a medical provider selected by the Human Resources Director. The City shall pay for the initial medical examination. The cost of any additional tests, analyses, or examinations shall be paid by the applicant unless required by the City.

### **Section 4. Internal Recruitment**

- A. Positions shall be filled by competitive internal recruitment whenever there are a sufficient number of employees who have the experience, training and other qualifications required as determined by the Human Resources Director and the Department Director. If the Human Resources Director and the Department Director determine that the best interests of the City service would not be served by an internal recruitment, then the position shall be filled by open-competitive recruitment. The qualification requirements for each classification shall be met in any internal recruitment.

- B. Internal recruitment is open only to regular employees in the City service who have completed their initial probationary period and who meet the requirements of these rules and the position.

### **Section 5. Open-Competitive Recruitment**

Open-competitive recruitment shall be used whenever it is determined by the Human Resources Director and the Department Director that the best interests of the City are not served by an internal recruitment. All interested personnel, including City employees in a probationary status, who meet the minimum acceptable qualification requirements, may submit applications for consideration.

### **Section 6. Continuous Recruitment**

Continuous open-competitive recruitment may be conducted periodically for a single class as the needs of the service require. Names shall be placed on the employment registers and shall remain on such registers as prescribed in Rule 10.

### **Section 7. Evaluation Results**

- A. When the qualifications of applicants of any class of employment have been evaluated, the applicants will be notified timely of the results of the evaluation of their application. Those not selected for placement on the register shall be notified of their non-selection for further employment consideration for that class.
- B. An applicant may review appropriate evaluation results in accordance with procedures established by Human Resources. Request for review of evaluation results must be made within 15 days from the date the evaluation results were mailed. If the review should disclose any errors, the record of all those affected shall be modified by the Human Resources Director to show a corrected record. Applicants affected shall be notified of the corrected record. Any correction made will not invalidate any appointment made from a hiring list.
- C. Evaluation records and papers are not public documents. Applicants shall not be entitled to review notes and scores of individual oral board examiners, interviewers, or those of other applicants, but they shall be entitled to review their own final numeric or percentile score as appropriate.
- D. The application and evaluation papers of an applicant may be destroyed, provided no appeal is pending, in accordance with the City of Chandler Records Retention Manual pursuant to state statute and federal laws.

## **Section 8. Preference Points**

Preference points for veterans', disabled veterans', widows of veterans', and disabled applicants shall be as determined by state law.

## **Section 9. Retesting**

A person shall not be permitted to re-take a written examination for at least 90 days, except that qualifying performance tests, such as for typing, shorthand, computer skills, and others as designated by the Human Resources Director , may be repeated as determined by the Human Resources Director. If an employment register is still active and if the Human Resources Director approves retesting for the register, an applicant may retake a written test after 90 days. However, retaking the test will not lengthen the expiration date of the application or the register. Results from the most recent test will be used.

## **Section 10. Pre-Employment Drug Testing**

The City Manager shall establish policies to conduct pre-employment drug and alcohol testing in order to eliminate applicants from job eligibility test positive for either drugs or alcohol.

Revised – May, 2015 – Resolution No. 4847