

# The Summer Village of Sandy Beach

Policy # \_\_\_\_\_  
Motion # \_\_\_\_\_  
Date \_\_\_\_\_

## Advertising and Hiring Policy

### Policy Intent

Summer Village of Sandy Beach practices equal opportunity, and fair hiring processes when filling positions. Summer Village of Sandy Beach has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

### Job Postings

#### Internal:

- Summer Village of Sandy Beach requires that all new postings of employment be circulated internally by email and posted for current employees and/or council members for a period of one week before being made public.
- This process is designed to give current Summer Village of Sandy Beach employees first priority in consideration for new employment opportunities within the municipality, and to promote applicable employees whenever possible.
- Qualified applicants under the employ of Summer Village of Sandy Beach shall remain subject to the normal hiring processes, including interviews, etc.

#### External:

- After a period of one week, if internal postings have not yielded a sufficient field of fully qualified candidates to choose from, Summer Village of Sandy Beach shall make public any new employment opportunities.
- External job postings shall be based on necessity and budget requirements.
- Office personnel shall be responsible for the placement of all recruitment advertisements.

#### Chief Administrator Officer:

- Council shall make hiring decisions for the Chief Administrator Officer position.

# The Summer Village of Sandy Beach

- At Council's discretion internal/external hiring will be followed.

## Application Process

- Applicants must submit a resume and letters of reference.
- Chief Administrator Officer will review resumes and letters and interview the most qualified candidates.

## Interviews

- Interviews shall be scheduled and conducted by the Chief Administrator Officer
- The Chief Administrator Officer shall make hiring decisions at his/her discretion.
- Applications and resumes of applicants that were not selected for employment shall be kept on file for a period of 6 months.
- The Chief Administrator Officer shall notify applicants not selected for employment regarding the closure of the position.

## References and Background Checks

- The Chief Administrator Officer shall conduct reference and background checks on all potential candidates for employment at Summer Village of Sandy Beach.
- Background checks are designed to protect the safety of our employees. Criminal record checks and valid driving abstracts are required.
- References shall be checked to ensure a candidate's qualification for the position.

## Offer of Employment

- Should the applicant accept an offer of employment from the Summer Village of Sandy Beach he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

This Policy was created on November 30, 2012  
Effective Date

Date of Most Recent Review: October 13, 2016