

HIRING POLICY

The City of Three Forks' objective is to recruit, select and appoint the best people available for all its positions. This will be done within approved budget limits.

Selection will be on the basis of merit and equal opportunity will apply. The following procedures will be adhered to by all departments in announcing position vacancies. In cases where these procedures contradict existing labor agreements, the applicable provisions of the labor agreements shall prevail, unless otherwise prohibited by law.

I. Recruitment

When a vacancy occurs, the Mayor (or Board, if applicable) will authorize the vacancy to be filled. The Mayor will complete, or direct to be completed, the vacancy advertisement.

Vacancies may be advertised internally first prior to advertising externally.

All vacancies will be advertised to all employees of the City, posted on the City's door, on the City's website and listed at the Montana Labor Exchange (which advertises throughout the state) at a minimum. Area newspapers and other advertisements (electronic means as well such as InDeed) may also be used. To align with the terms requested for of current employees who leave the City, vacancies will be advertised for 14 days, or longer as needed to fill the vacancy.

II. Applications

The City has a template application which shall be provided to potential applicants. Resumes may be submitted in place of the application since they typically state the same (education, licenses, work history, dates of employment). A cover letter should accompany the resume stating the applicant's relatable experience to the position, and reasons for leaving former positions.

III. Screening

Mayor, or designee, will screen the applications for completeness and minimum qualifications using the Applicant Summary tabulation form. This is to ensure applicants meet the minimum qualifications required for the position and veteran and/or ADA preferences. This may also help in knowing if an applicant would need to relocate, as well as seeing any employment gaps.

The City's hiring policy prefers veterans and disabled veterans (and immediate family of veterans) consistent with the Montana veterans' employment preference policy.

The City's hiring policy also provides preference to those meeting the Americans with Disabilities Act.

The Mayor, or designee, will send an email/letter to inform the applicant that the application has been received. At a minimum, the email/letter will inform the applicant of the receipt of their application, and thank the applicant for applying.

The City Clerk or Deputy Clerk will coordinate the interview times between the applicant(s) and the Interviewing Committee. A copy of the City of Three Forks' Personnel Policy shall be distributed to all applicants with scheduled interviews as this answers many questions an applicant may have prior to the interview meeting.

IV. Interview Committee

The interview committee will consist at a minimum of the Mayor, but may include a department representative, and one Council member may be included.

Following the interview, the interviewing committee shall attempt to reach consensus and report the interview results to the Mayor in order to make an employment offer with the selected candidate.

V. Interviewing

***The interview committee must keep all information obtained prior to and during the interview process confidential.*

The Mayor, or designee, will work with the Interview Committee to develop the interview questions based on the position. Utilizing the "STAR" method (Situation, Task, Assignment, Response), questions will be created specific to the needs of the position so as to learn more about how the applicant handles and addresses daily duties, including stressful situations, and working as an individual as well as part of a team. Ensure the applicant's experience is relatable to the position.

Professional references listed on the application will be contacted.

Background checks (criminal/driving) are performed for all volunteer firefighters. This information is inputted to a third party service provider by the Clerk or Deputy Clerk. When a report is complete, the service provider notifies the City Clerk or Deputy Clerk of the results. All information received shall remain confidential and shall not be provided to any other person. Unacceptable results are:

- Habitual Offender traffic violations if the applicant would be driving a City vehicle
- Felony convictions which could have resulted in imprisonment in a federal or state penitentiary
- Misdemeanor convictions of violent crimes against persons or animals, sexual crimes and financial crimes.

Background checks (criminal/driving) and drug testing, may be a condition of employment for some positions. Unacceptable results are:

- Poor driving habits if the applicant would be driving a City vehicle
- Misdemeanor or felony charges that relate to the job the applicant would be responsible for
- Zero tolerance for illegal substances

Other job-related tests may be required.

VI. Approval to Extend Offer & Hiring

If the applicant successfully completes the interview and applicable reference checks, the interview committee selects the applicant as the candidate to offer the position to. The Mayor, or designee, shall make the offer for the position in writing and should include details such as expected start date, wage, position title, supervisor's name, number of hours, whether/not benefits are included, and the probationary period. All offers shall note that they are contingent upon successfully passing a background and/or drug/alcohol tests as applicable. (Wages are determined by job type at the Council level annually during the budget process.) The Mayor, or designee, may extend the offer of employment to the successful applicant in person or on the phone, but shall follow the offer up in writing (email is acceptable to expedite the process).

If applicant accepts the offer, the Clerk or Deputy Clerk shall prepare the employee orientation checklists, and have all pertinent and legal paperwork to be completed ready on the new employee's first day of work. The Department Head will have a space (i.e. cubicle, desk, shared space) clean and ready for the hiree's first day of work. The Clerk or Deputy Clerk may send the paperwork to the hiree prior to the first day, but at a minimum will inform the new employee to come prepared with proper identification needed to complete this important task on the employee's first day.

VII. Notification to Other Applicants

The Clerk or Deputy Clerk shall prepare a letter (email is acceptable to expedite the process) informing all applicants who were not selected, thanking them for their time and effort to apply and interview with the committee.

VIII. Record Retention

The Clerk or Deputy Clerk will collect all interview notes and application and place in the new hiree's personnel file.

The Clerk or Deputy Clerk will collect all interview notes and applications for those not selected must be maintained pursuant to the Record Retention Schedule No. 8 provided by the Secretary of State and kept in a locked cabinet for the required retention time. After the required retention time, a request for destruction may be processed.