

MACOMB COUNTY HUMAN RESOURCES POLICY

RECRUITMENT AND SELECTION

POLICY STATEMENT:

Pursuant to the Home Rule Charter of Macomb County, this policy is applicable to all positions. Macomb County is an equal employment opportunity employer that is committed to hire the most suitable applicant for vacant budgeted positions based upon a full, complete and fair analysis of qualifications. In order to promote a safe work environment and to ensure the character and fitness of potential employees, background checks are conducted. Macomb County does provide additional preference to qualifying United States Veterans during the interview process.

RECRUITMENT AND SELECTION ADMINISTRATION:

The process for filling positions is as follows:

- The Department Head/Elected Official will make a request to fill a vacant budgeted position to Human Resources and Labor Relations.
- Human Resources and Labor Relations and Finance will review the request as it relates to position control and budget authorization.
- If authorized, Human Resources and Labor Relations, in conjunction with the Department, will create, review, modify and distribute the job posting and interview process materials.
- Positions will be posted for a minimum of five (5) working days, unless otherwise specified by Human Resources and Labor Relations or an applicable collective bargaining agreement.
- All applicants interested in a position must apply online through the Human Resources and Labor Relations established application process within the posting period.
- Only applicants meeting the minimum qualifications before the closing date of the posting, will be considered.

POLICY: RECRUITMENT AND SELECTION

Page 2

- Human Resources and Labor Relations will review the applications and qualifications for each posting and will determine if each applicant meets those minimum qualifications of the posted position.
- Human Resources and Labor Relations will then select the most qualified applicants based upon measurable screening criteria, unless otherwise specified by an applicable collective bargaining agreement, and forward those applicants to the department for interview selection.
- The most suitable applicant for any position will be determined through an interview process which may also consist of supplemental interviews, questionnaires and/or exercises, as authorized by Human Resources and Labor Relations.
- A selection committee will consist of at least two (2) representatives, as determined by the Elected Official/Department Head, one of which should be a representative of Human Resources and Labor Relations.
- The applicants will be ranked based upon matrices scored by each member of the selection committee. All selection materials must be returned to and maintained by Human Resources and Labor Relations.
- Based upon the interview process, the Elected Official/Department Head recommends an applicant for hire and requests placement within the salary range for review and approval by Human Resources and Labor Relations.
- If it is determined that there are no suitable applicants for the position after the interview process, the Department may request that Human Resources and Labor Relations select additional applicants for interview, based upon measurable screening criteria, or re-post the position.
- Human Resources and Labor Relations will facilitate and complete the recruitment and selection process, which includes proper background check, of the recommended applicant.
- Human Resources and Labor Relations will communicate the status of the position and/or application to those who submitted an application.

Approved:



Office of County Executive

5-17-22

Date

Approved: July 8, 2014
Revised: June 26, 2015
September 26, 2016
May 4, 2022