

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.

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 Bozeman Job Service at a minimum. Area newspapers and other advertisements 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. Screening

Mayor, or designee, will screen the applications for completeness and minimum qualifications.

The City's hiring policies prefer veterans and disabled veterans consistent with the Montana veterans' employment preference policy.

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.

III. Interview Committee

The interview committee will consist of the Mayor, a department representative, and a Council member.

Following the interview, the interviewing committee shall attempt to reach consensus and report the interview results to the Mayor.

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

The Mayor, or designee, will work with the Interview Committee to develop the interview questions. Utilizing the “STAR” method (Situation, Task, Assignment, Response), questions will be created 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.

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. 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 all other applicants. 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

V. Approval to Extend Offer

If the applicant successfully completes all applicable reference, background and/or drug tests, and the interviewing committee selects the applicant as the candidate to offer the position to, the Mayor shall offer the position in writing. (Wages are determined by job type at the Council level annually during the budget process.) The Mayor may extend the offer of employment to the successful applicant in person, and shall follow the offer up in writing.

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 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.

VI. Notification to Other Applicants

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

VII. 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 and retain them in a locked cabinet for the required retention time, then request destruction after such time has passed.