

# **Employee Screening, Selection & Hiring Process**

## **Frankfort Square Park District**

### **Introduction**

The Frankfort Square Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

### **Application and Selection**

Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a Park District application form, or a letter and/or resume. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary, in the Park District's sole discretion, to satisfactorily inform the Park District of an applicant's qualifications and suitability for a position with the Park District. The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his past performance, future potential, and his aptitude and attitude.

The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position as described in Section 1-10 of this Manual. A copy of the offer letter, signed by the applicant's immediate supervisor, will be sent to the Business Office for inclusion in the employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Park District.

### **Proof of Right to Work**

Within three business days of the date employment begins, Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment. Furthermore, all employees are required to furnish the Park District with certified proof of date of birth at the time of appointment.

### **Initial Employment**

Every new employee goes through an initial period of adjustment in order to learn about the Park District and about his job. During this time the employee will have an opportunity to find out if he is suited to, and likes, his new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position he has been offered. The introductory employment period is six months.

The immediate supervisor will utilize the Introductory Period to assist the employee in adjusting to his new position and for his orientation and training. The employee may be discharged at any time during this period if the supervisor concludes that he is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. **Additionally, as is true at all times during an employee's employment with the Park District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.**

At the end of the introductory employment period, the employee and his supervisor may discuss performance or provide a work review for him. Provided his job performance meets the expectations of the Park District at the end of the initial employment period, he will continue in our employment as an at-will employee. **Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District.**

### **Orientations**

All new full-time and part-time employees should receive a thorough safety orientation for their new position and job responsibilities. This is especially true for employees who will be expected to drive vehicles, work with children, operate dangerous equipment or are involved in inherently high-risk recreational activities. A proper and thorough safety orientation of new employees immediately after hire will reduce patron and work-related injuries.

A new employee safety orientation process may not necessarily be a one-day task. Although job training never really ends, the new employee should be monitored and receive close assistance on safety issues for the first few days of employment.

### **Checklists**

The following checklists are to be used as guidelines throughout the screening, selection and hiring process.

## Pre-Employment Screening Process

<input type="checkbox"/>	<b>Position Opening</b>	<i>Discussion should take place by administration/management on the position to be filled. Discussions would be used to draft a job description and requirements of the candidate.</i>
<input type="checkbox"/>	<b>Executive Director's Pre-approval</b>	
<input type="checkbox"/>	<b>Advertisement/Posting</b>	
<input type="checkbox"/>	<b>Application/Resume</b>	
<input type="checkbox"/>	<b>Initial Interview</b>	
<input type="checkbox"/>	<b>Follow-up Letter</b>	
<input type="checkbox"/>	<b>Second Interview</b>	
<input type="checkbox"/>	<b>Follow-up Letter</b>	
<input type="checkbox"/>	<b>Third Interview</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Follow-up Letter</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Job Offer</b>	
<input type="checkbox"/>	<b>Offer Acknowledgement Form</b>	
<input type="checkbox"/>		
<input type="checkbox"/>		

## Pre-Employment Selection Process

<input type="checkbox"/>	<b>Review Screening Process Documentation</b>	
<input type="checkbox"/>	<b>Reference Checks</b>	
<input type="checkbox"/>	<b>Criminal Background Checks</b>	
<input type="checkbox"/>	<b>Drug Test</b>	
<input type="checkbox"/>	<b>Driver's Abstract</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Pre-Employment Physical</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Proficiency Tests</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Executive Director's Approval</b>	
<input type="checkbox"/>	<b>Present New Employee Packet</b>	<i>Packet includes information of District, position, job description, and forms/sign-offs to be completed. Responsibility of candidate is to review and be ready to provide information and/or questions upon hire.</i>
<input type="checkbox"/>		
<input type="checkbox"/>		

## First Day of Employment Process

<input type="checkbox"/>	<b>Review Selection Process Documentation</b>	
<input type="checkbox"/>	<b>Complete W-4 Forms</b>	
<input type="checkbox"/>	<b>Complete I9 Form</b>	
<input type="checkbox"/>	<b>Review New Employee Packet</b>	
<input type="checkbox"/>	<b>Complete Emergency Contacts Form</b>	
<input type="checkbox"/>	<b>Sign-off on Hiring Packet Items</b>	
<input type="checkbox"/>	<b>Staff Introductions &amp; Tour</b>	
<input type="checkbox"/>	<b>Conflicts of Interest</b>	
<input type="checkbox"/>	<b>Schedule Job &amp; Safety Orientations</b>	
<input type="checkbox"/>		
<input type="checkbox"/>		

## First Week of Employment Process

<input type="checkbox"/>	<b>Review First Day Documentation</b>	
<input type="checkbox"/>	<b>Start Job &amp; Safety Orientations</b>	<i>See items for sign-off on orientation checklist</i>
<input type="checkbox"/>	<b>Benefits &amp; Insurance</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Start IDOL &amp; OSHA Compliance Training</b>	<i>See items for sign-off on orientation checklist</i>
<input type="checkbox"/>	<b>Keys/Security</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Timesheets/Punch-In Procedures</b>	
<input type="checkbox"/>	<b>Supplies, Computer, Office Set-up</b>	
<input type="checkbox"/>	<b>Networks/Passwords</b>	<i>(as applicable)</i>
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

**First Month of Employment Process**

<input type="checkbox"/>	<b>Review First Week Documentation</b>	
<input type="checkbox"/>	<b>Finalize Job &amp; Safety Orientations</b>	<i>See items for sign-off on orientation checklist</i>
<input type="checkbox"/>	<b>Finalize Benefits &amp; Insurance</b>	<i>(as applicable)</i>
<input type="checkbox"/>	<b>Finalize IDOL &amp; OSHA Compliance Training</b>	<i>See items for sign-off on orientation checklist</i>
<input type="checkbox"/>	<b>Prepare for Probation Evaluation</b>	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		