



## City of Santa Rosa

 CITY OF SANTA ROSA HIR PRACTICES

- CITY OF SANTA ROSADA TRANSITIONANTA ROSA
  - DI ANNING COMMITTEE



#### Santa Rosa's Hiring Process

- OIntroduction
- Outreach
- Applications
- Application Screening
- **O**Written Tests
- **O**Interviews
- Accommodation Requests
- •Background Checks
- OPre-Employment Physika OF







- Community Mailing List
- **O**Press Democrat
- City Web Site
- OHuman Resources Office
- OJob Interest Cards
- OJob Specific Recruiting
  - General Sources: Craig's List,
  - Profession Specific: Engineering Planning sites, etc CITY OF



#### Community Mailing List

- Becoming Independent
- Community Resources for Independence
- **©**Employment Development Department
- **O**Earl Baum Center
- ONorth Bay Regional Center
- Redwood Empire Industries
- **O**SRJC EOPS
- Sonoma County PIC
- OSSU Disability Resource Center



## **Applications**

There are 3 different types of applications you can choose to use:

- **O**Paper
- **OPDF**
- **O**Electronic





## **Applications**

#### Ways to get an application

ODownload a PDF version from our web site

• Request an application by phone

During business hours, 543-3
543-3063 TDD

24 hour job hotline 543-3076

Visit our office – 100 Santa Rosa Ave

OWrite

OApply electronically at \www.frcity.org





# Our selection process will include some or all of the following:

- Application screening
- **O**Written Tests
- Oral Interviews
- Background Checks
- **O**Pre-Employment Physicals





## **Application Screening**

#### The Employment Application

- ODo a thorough job
- ODo a neat job
- OAttach a resume if you have one, but don it be a substitute for filling out the employ history
- OBe sure to give 10 years of employments in your history and account for any gaps in your history
- OGive complete information about position held
- •Remember to sign your hame



## **Application Screening**

#### The Supplemental Questionnaire (if required)

 Answer each question thoroughly and separately

O Do not cut corners or consolidate an

Do not assume the screener will answers"

Give as many details as you can

Remember to sign your name







#### Typical for entry-level jobs

Test job related knowledge

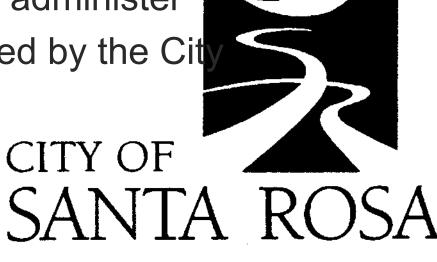
Invitations sent out 10 to 14 days in advance

Multiple choice format

Usually a time limit

Takes 2 to 3 hours to administer

Test materials provided by the Cit







#### Every job will have an interview

Oldentify job related experience, training and knowledge

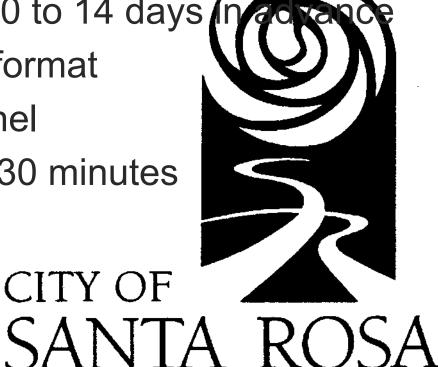
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OInvitations sent out 10 to 14 days

Structured question format

OUsually 3 person panel

ONormally lasts 20 to 30 minutes





#### **Accommodation Requests**

#### Requesting Accommodations in Testing

OContact information on web site and job announcements

• Ask for documentation of need for accommodation

• Work with applicant, professional to determine the determine determin



#### **Background Checks**

A background check is performed before conditional job offers are made

- Previous supervisors
- Court record check
- Ocriminal history check
- **O**DMV check if driving required
- **OSSN** verification
- Address verification





## Pre-Employment Physical

After a conditional job offer is made, there is a pre-employment physical

• Job related physical requirements

Conducted at Kaiser Occupational

Olf there is a physical condition that ability to perform the job, the interact process is initiated to determine if the reasonable accommodation

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