



TOWN OF ROCKY HILL
DEPARTMENT OF HUMAN RESOURCES
SEARCH PROCESS GUIDELINES

(Rev. 03/28/17)

The below chart describes the basic steps of the Search Process and provides a brief explanation of responsibilities.

1. Director and his/her designee (Hiring Manager) determine the need to fill a position following approval of the Town Manager.

Human Resources	Hiring Manager
Meet with HM	Secure Town Manager's approval to fill the position Meet with HR
Provide job description to HM	Choose most important qualifications and confirm accuracy of job description
Create job posting	Secure compensation and benefits information and approval from Finance Review and approve job description and job posting

2. Posting the position and what happens before applications can be reviewed.

Human Resources	Hiring Manager
Posts position on website, via Town Staff email if appropriate, and additional locations as needed	Choose 5 - 10 qualifications to evaluate the applications on and assign point values to each with the most important qualifications having the higher point values (Application Evaluation Matrix)
Receives applications	
Scans, redacts, and copies applications	
Input contact information, date received, and posting location into spreadsheet	
Matrix created with input from HM	
Applicant correspondence	

3. Determining who is selected for an interview and holding interviews as a search committee.

Human Resources	Hiring Manager
Reviews application evaluation matrix	Completes application evaluation matrix
Schedules interviews for top ranking applicants on application evaluation matrix	Selects search committee members
Contacts search committee for availability and to provide guidelines and interview do's and don'ts	Develops interview questions
Prepares packets of un-redacted applications and interview questions for search committee	Returns search committee interview notes and scores immediately upon completion
Applicant correspondence	

4. Post-interviews and job offer.

Human Resources	Hiring Manager
Reviews interview notes and tallies scores	Holds second interviews if necessary
Schedules second interviews if necessary and prepares HM with materials	Selects candidate to hire
Drafts offer letter in conjunction with Finance	Reviews and signs offer letter
Calls candidate and distributes offer letter and supplemental materials	Completes authorization to payroll and provides to HR
Receives completed paperwork from new hire and processes background check, etc.	
Sends rejection letters	
Removes posting from website	
Creates personnel file	

5. New Hire begins employment.

Human Resources	Hiring Manager
Collects and processes new hire paperwork	Provides orientation

Provides overview of policies and answers any questions	
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