



TEHAMA COUNTY

RECRUITMENT & SELECTION PROCESS

1 **SUBMIT APPLICATION**

Applications must be submitted before the recruitment closing date and time listed on the recruitment. To find out about new recruitments in your area of interest, subscribe via our career page at www.governmentjobs.com/careers/tehama

**Applications must be submitted via Tehama County's employment site. Applications submitted via other sources will not be considered.*

2 **APPLICATION SCREENING**

After the recruitment closing date, representatives of the hiring department and/or Personnel Office will screen all applications to set criteria. Any applicants that do not meet the minimum requirements will be notified that they have not been selected for an interview.

3 **PRE-EMPLOYMENT QUALIFICATION REVIEW**

This process varies dependent on department need and number of applications received. This process can include a variety of testing instruments including written exams, education and experience (E&E), test and evaluation (T&E), and/or panel interviews, etc.

**All Merit Systems (MSS) applicants who meet the minimum requirements as outlined in the classification specification will be invited to participate in the examination process to establish their merit and eligibility for hire. See step 4 for more details.*

4 **MERIT SYSTEMS EXAMINATION SCOPE**

The testing instruments will examine candidate's knowledge, skills, abilities, and potential to effectively perform the duties relative to the classification. Written examinations will be weighted 100% of the final score.

A final passing score must be attained to be placed on the eligible list. In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively relative job demands and each applicant's ability.

5 **CANDIDATE SELECTION**

Following pre-employment qualification review, if a candidate is selected, the hiring department will notify the selected candidate. The interview chairman will also contact unsuccessful candidates to inform them that they were not selected for the position.

6 **ELIGIBILITY LIST**

Candidates who pass all pre-qualification steps, but were not selected for the position may be placed on an eligibility list. The hiring department will notify all candidates who are selected to be on the eligibility list. Eligibility lists can continue to be used for additional vacancies for up to one (1) year from the creation date of the list. The lists can be abolished dependent on the list creation date, number of candidates available, and department need. Candidates may also elect to not be part of the eligibility list at any time.

7 **NEW HIRE ONBOARDING PROCESS**

If selected by the hiring department to move forward, the hiring department will submit the selected candidate's information to the Personnel Office, and a representative will reach out to the candidate with instructions for completing all pre-employment requirements.

**New hires should complete requirements as soon as possible to keep the process moving and should not give notice in their current job until they have received confirmation that they have successfully completed all pre-employment requirements.*

8 **PRE-EMPLOYMENT PHYSICAL, DRUG SCREEN & LIVESCAN**

As part of the onboarding process, all candidates are required to complete a pre-employment physical, drug screen and live scan (background check). Instructions for scheduling these appointments are provided with the new hire information from the Personnel Office. All conditional offers of employment are contingent upon the successful completion of these requirements.

9 **OFFER OF EMPLOYMENT & START DATE**

Upon successful completion of all pre-employment requirements, the Personnel Office will notify the hiring department that the candidate may begin working. The hiring department will reach out to the candidate to discuss a start date. Once a start date is determined, the Personnel Office will schedule the employee for the next New Hire Orientation and notify the hiring department of the date.