

CIVIL SERVICE HIRING PROCESS

Open Position

1. HR posts position internally for
EXISTING STAFF W/ EXACT TITLE
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2. HR requests a CERTIFIED LIST OF ELIGIBLES
FROM CIVIL SERVICE (list of persons who have
successfully passed the civil service test for the job
or title/position that is open or vacant)
 - HR canvasses the list for interest in the position
 - We must interview the top 3 interested candidates
 - We must have 3 interested candidates in order for the
list to be usable.

If the List is Not Usable

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3. We have open hiring (Provisional) but candidate must:
 - Take and pass the Next Civil Service Test
 - Candidate must be Reachable on the Next Civil Service List
(must have score in the top 3 on the list)

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4. HR must receive a Memo from the Principal/Supervisor
recommending the individual for the position
 - HR places appointment info. On BOE Agenda

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5. At the completion of interview process, all interview materials need to be returned
to HR (rating sheets, ranking sheets, interview questions & reference checks)
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6. Individual hired is placed on a 6 mo. Probationary Period
 - 3 Evaluations to be done at 2nd, 4th and 5.5th month of employment
(evaluation due date will be on the supplied forms)
 - If individual is not working out, termination during the **Initial** 6 months
does not require a termination hearing, but **deficiencies need to be
documented in the evaluation process.**