

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Recruitment</b>		
	Number: B-4	Revision: 1	Effective Date: 5/10/2018

## 1.0 Policy

It is the policy of the City to be an equal opportunity employer and to hire an individual based on his/her knowledge, skills and abilities to perform the job to be filled.

## 2.0 Procedure/Rule

- 2.1 Qualifications. The City maintains a job description for each position, which sets forth the minimum acceptable qualifications to fill a position and includes the required knowledge, skills, and abilities and the acceptable levels of experience and training for each City position.
- 2.2 Vacancy Identification. Upon approval by the Department Head, the Hiring Manager shall notify Human Resources immediately by creating a personnel requisition when a job vacancy occurs or is anticipated. Vacancies are created upon the separation of employment of an existing employee or when a new position is approved through the budget process (including budget amendments). The City Manager may authorize, temporarily, a new job vacancy due to business necessity.
- 2.3 Announcement of Vacancies. A job vacancy with the City shall normally be advertised for a minimum of one week, or until filled, unless the City Manager waives the requirement due to hardship or emergency reasons or unless the position is filled through the reemployment process. Each announcement of a job vacancy shall contain a statement affirming the City's commitment to a policy of equal employment opportunity.
- 2.4 Recruitment from within City Government (Internal Recruiting). The Hiring Manager, with approval from the Department Head, may choose to consider only internal candidates to fill a job vacancy by transferring or promoting from within, if a qualified internal candidate is available.
- 2.5 Recruitment from outside City Government (Open Recruiting). The Hiring Manager, with approval from the Department Head, may choose to consider candidates not currently employed with the City. The Human Resources Department shall assist a Department Head in recruiting candidates and shall use appropriate recruitment methods and sources to fill the opening.