City of Lindsay

Hiring Steps and Considerations

Actions	Considerations	Based On:
Determine Need	• What duties need to be fulfilled? • What type of hire can fulfill the duties (PT/FT, Exempt/Non-Exempt/Contract, Employee/Ind. Contractor)?	• Staff history of duties performed • Assessment of time required, affordability of hire options, scarcity of skill required, capability of taking duties in-house, etc.
Create Job Description	• What duties need to be updated/adjusted? • What qualifications are appropriate? • What level of pay and benefits are appropriate?	• Staff history of duties performed • Assessment of experience that prepares applicant for role • Comparison of pay and benefits to market, existing positions in staff, etc.
Advertise/Receive Apps	• Where should the job be posted?	• Scarcity of skills required to perform duties • Anticipated volume of applicants • Exposure to best potential applicants (can you find quality in the surrounding area?)
Determine Questions/Tests	• What things will lead us to most clearly determine level of qualification for the job?	• Anticipated potential responses to questions and their tendency to separate applicants by quality
Assemble Panel	• Which people in the area would be effective panel members?	• Objectivity; Experience hiring and working with the desired position
Screen Apps/Set Up Interviews	• Which applicants meet qualification requirements?	• Necessary experience, education, and skills
Panel Selects Top Applicants	• How do the candidates compare to each other?	• Ratings based on assessment of application and interview
Hiring Manager and HR Select Applicant to Offer	• Which of the top-scoring candidates is the best fit?	• Understanding of staff dynamics and needs; assessment of long-term impact of candidates
Extend Conditional Offer		