

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **RECRUITMENT AND SELECTION**

### **POLICY STATEMENT:**

Macomb County is an equal opportunity employer that is committed to a fair and equitable recruitment process in order to hire the most suitable applicant for vacant budgeted positions based upon a full and complete analysis of qualifications. Background checks are conducted in order to promote a safe work environment and to ensure the character and fitness of potential employees. Macomb County also provides additional preference to external candidates who are qualifying United States Veterans during the interview process. This policy is applicable to all positions, except as provided by the Home Rule Charter, statute or positions identified as "Executive" by Human Resources and Labor Relations.

### **RECRUITMENT AND SELECTION ADMINISTRATION:**

The process for filling positions is as follows:

- The Department Head/Elected Official will make a request to fill a vacant budgeted position to Human Resources and Labor Relations.
- Human Resources and Labor Relations and Finance will review the request as it relates to position control and budget authorization.
- If authorized, Human Resources and Labor Relations, in conjunction with the Department, will create, review and where necessary modify the job description and distribute the job posting and interview process materials.
- Positions will be posted for a minimum of five (5) working days, unless otherwise authorized by Human Resources and Labor Relations or an applicable collective bargaining agreement.
- All applications must be submitted through the Human Resources and Labor Relations established applicant tracking system within the posting period.
- Only applicants meeting the minimum qualifications before the closing date of the posting, will be considered.

## POLICY: RECRUITMENT AND SELECTION

Page 2

- Human Resources and Labor Relations will review the applications and qualifications for each posting to determine if each applicant meets the minimum qualifications of the position.
- Human Resources and Labor Relations will then select the most qualified applicants based upon measurable screening criteria, unless otherwise specified by an applicable collective bargaining agreement, and forward those applicants to the department's selection committee member(s) for interview selection. The selection committee will consist of at least two (2) representatives, as determined by the Department Head/Elected Official, one of which is a representative of Human Resources and Labor Relations.
- The most suitable applicants will be determined through an interview process which may also consist of supplemental interviews, questionnaires and/or exercises, as authorized by Human Resources and Labor Relations.
- The applicants will be scored by each member of the selection committee using a matrix that evaluates core competencies. All selection materials must be returned to and maintained by Human Resources and Labor Relations. Human Resources and Labor Relations will provide the cumulative interview score for each applicant to the hiring department.
- Based upon the results of the interview process, the Department Head/Elected Official recommends an applicant for hire and requests placement within the salary range for review and approval by Human Resources and Labor Relations.
- If it is determined that there are no suitable applicants for the position after the interview process, the Department may request that Human Resources and Labor Relations select additional qualified applicants for interview, based upon measurable screening criteria, or re-post the position.
- Human Resources and Labor Relations will facilitate and complete the recruitment and selection process, which includes a proper background check of the recommended applicant.
- Human Resources and Labor Relations will communicate the status of the position to those who submitted an application.

Approved:



8/18/2023

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Office of County Executive  
Andrew McKinnon, Deputy County Executive

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Date

Approved: July 8, 2014  
Revised: June 26, 2015  
September 26, 2016  
May 4, 2022  
August 4, 2023