



Mary Callery
HR Director

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager 

FROM: Mary Callery, HR Director

DATE: June 14, 2023

SUBJECT: MOTION RESPONSE: 04/04/2023 C. Gitschier- City Manager provide a report regarding time frame and process for hiring in the City

The City currently follows a standard hiring process. On average, the turnaround time for hiring in the City is approximately five weeks; however, this may vary depending on many different factors including but not limited to the length of posting and the candidates available start date.

As soon as a position is approved to be posted; HR will post the position on the City's Applicant Tracking System. The duration of the posting is left to the Department Head's discretion. However, two weeks is the average length of time a position is posted.

Once the position closes, HR will grant the Department Head access to review and select applicants for an interview. As soon as a candidate is selected, the recommendation is sent to HR for approval by the City Manager. An offer letter will be sent to the selected candidate. On average, this process may up to two weeks.

Candidates who receive an offer letter are given seven days to accept or decline the offer. If the candidate accepts the offer, a pre-employment physical and drug screen is scheduled based on the candidate's availability; usually within the week of accepting.

Candidates are cleared for employment as soon as all the pre-screening results are received and a mutual start date will be established. Circle Health is generally able to provide results within one to three days of the appointment. The start date may vary based on the candidate's availability; this can range anywhere from one day to two weeks.

All new hire paperwork is coordinated with HR to be completed prior to the first day of employment.