



# ADMINISTRATIVE MANUAL

Section

**SELECTION PROCESS**

Subject

**Selection Interviews**

Selection interviews play an important role in the Department's commitment to fair and sound employment practices, and certification interviews are an extension of the Civil Service testing procedures. It is the Department's policy to ensure that selection interviews are based on job-related criteria, are fair, provide an equal opportunity for candidates to compete for positions, and comply with regulations regarding nondiscrimination in employment.

Selection interviews shall be uniformly administered and scored and shall be conducted only by persons who have completed selection interview training provided by the Department. In addition, selection interviews are to be conducted according to the guidelines contained in the Department's Selection Interview Handbook.

## References

Selection Interview Handbook

Administrative Manual-Section 20, Filling A Position

Applicable MOUs

## DEFINITION

Selection interview —Testing through oral, written, and/or performance evaluation to determine a candidate's suitability for a particular job in the Department

## APPLICABILITY

This policy applies to interviews for any of the following:

- Bids
- Transfers/Reassignments
- Certifications
- Emergency or exempt appointments

## GOALS

The policy and the interview training program are designed to:

- Hire the best qualified person for the job.
- Comply with City, State, and Federal regulations. Comply with guidelines of the Equal Employment Opportunities Commission.
- Contribute to the Department's goal of providing equal employment opportunities through a selection process based solely on job-related skills, knowledge's, abilities, and personal qualifications (e.g., driver license).
- Maintain documentation that supports and explains the selection decision.



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## RESPONSIBILITY FOR TRAINING

The Equal Employment Opportunity Services Group is responsible for maintaining an interviewer training program that covers the following subjects:

- Affirmative action and cultural awareness
- Preparation of task statements that describe positions
- Analysis needed to determine skills, knowledge's, and abilities required to perform each task
- Development of job-related interview questions
- Measurement of qualifications by interview, written test, performance test, etc
- Components of a job-related interview package