




POLICY AND PROCEDURE STATEMENT

SUBJECT HIRING PRACTICES	PAGE 1 OF 5	DATE EFFECTIVE JUNE 1, 2018	
SECTION/POLICY NO. 2.00	APPROVED BY  MAYOR	SUPERSEDES VOA II-A, OCTOBER 1, 2006	
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES	

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. All persons seeking employment with the Village of Ashville are required to first read the applicable job description to determine the qualifications and abilities to perform job functions.
- II. All persons are then required to complete an application that includes education and job history. A résumé may supplement the application.
- III. Persons seeking employment must authorize by signature, the checking of at least two professional and/or personal references. At least one satisfactory reference must be returned.
- IV. An interview with at least the prospective employee's supervisor will be required before a job offer can be made. Other appropriate agency staff may also interview the prospective employee.
- V. The job description for the applied position will be reviewed with the prospective employee to ascertain the ability to perform all required duties and experience previously acquired.
- VI. Driving records and criminal records (where applicable) will be checked prior to employment.

PURPOSE

- I. To ascertain the appropriateness of position to person hired; to ensure that the applicant can perform the duties required; and that the person hired is the most qualified to fill the position.

PROCEDURE

- I. The prospective employee completes an application and signs a release for: Officials and Records Offices at schools attended; Physicians and/or other persons who may have examined or treated applicant for any physical or other type illness or injury; Police and/or Court Records for conviction record; Motor Vehicle Record (MVR) investigation for current and future driving records; Credit Bureaus and/or firms who may have information regarding credit history and/or financial standing; present and previous employers; and any other persons who may be able to provide information which the Department deems necessary.
 - a. Use the attached formula for determining an acceptable **Motor Vehicle Record**.

- II. Nepotism - to avoid conflicts of interest and the appearance of favoritism or bias, the Village of Ashville prohibits the employment of employees' immediate family members and household members in the same department, work group, or any position where a family member or household member is their supervisor. For the purpose of this policy the term family member and household member are as defined in section 2919.25 (E) (1) of the Ohio Revised Code. If such a situation is created where employees are in violation of this nepotism policy through promotion, transfer, marriage or other changes, one of the affected employees must transfer or be terminated within twelve weeks after the relationship is established. An employee may be considered for a transfer to another department, work group, or other position, if a position is available, and the employee has the appropriate knowledge, skills, and ability to perform the tasks of the available position.
- III. The mayor, police chief, village administrator or designee notifies the supervisor of applicant and forwards the application.
- IV. The mayor, police chief, village administrator or designee mails reference letters. When returned, references are attached to application. The supervisor may obtain reference information by phone or email if desired.
- V. The mayor, police chief, village administrator or designee determines qualifications of the applicant compared to the job description. As applicable, supervisor verifies education, experience, training, certification, and licensure. The interviewing process will use an interview form, example attached, and will follow Attachments A's Legal and Illegal areas of inquiry.

Motor Vehicle Record Classifications

Motor Vehicle Record standards are based upon accidents and violations over the most recent three year period. Violations and not points are evaluated by underwriters. An "at-fault" accident is identifiable on an MVR when the accident date is the same as a violation date. All accidents will show on record regardless of fault. MVR classifications are as follows:

0 violations/ 0 accidents	Acceptable
1 moving violation	Acceptable
2 moving violations	Borderline
3 or more moving violations	Unacceptable
1 at-fault accident	Acceptable
2 at-fault accident	Unacceptable
Combination of 1 moving violation and 1 at-fault accident	Borderline
Combination of 2 or more moving violations and 1 at-fault Accident	Unacceptable
Any DUI or DWI violation	Unacceptable
Any reckless operation violation	Unacceptable
Any license suspension	Unacceptable
An expired license	Unacceptable

INTERVIEW QUESTIONNAIRE

(FOR INTERVIEWER'S USE ONLY)

APPLICANT: _____ DATE: _____

1. Optional based upon record>>>>> How long have you lived at your present address? Where did you live prior to this? How long do you plan to stay in this area?
2. Have you seen the job description and functions? (If not, show and review.) Is there any reason you would not be able to perform the duties of this job? Review work history: What is your interest in being an employee of Ashville?
3. Can you properly lift/transfer heavy objects? Describe technique and any specific training you've had.
4. To meet the needs of our residents, it is desirable that employees miss no more than five (5) days per year (except an in extreme emergency). This is excluding planned vacations and holidays. Is there any reason that this will be a problem for you? Describe your attendance at jobs listed on the application.
5. Describe your attendance at jobs listed on the application.
6. Describe the role for all departments of Ashville and the expectations from the job description. Ask for comments? In what areas do you feel you need to seek additional training and competencies to add to you flexibility and value within the Village?
7. What is an area of customer service that you do so naturally that people may not even notice? Please expand this to include customer service provided in difficult situations. What made your approach work? What did you learn from that situation to help you with similar situation in the future?
8. Review jobs listed on resume. Include skills that would be good for the organization. Fill in information on duties; time employed salary and reason for leaving.
9. Do you work best with others or alone? Give examples.
10. Give me an example of a time when you felt your manager showed that he/she had complete confidence in your abilities, ethics and dependability. How do you think you earned that confidence?

11. Describe a project or idea that you suggested in your last position for quality improvement. What happened after you suggested it? Was it successful?
12. Describe your ideal job. When have you stepped outside of a role of daily responsibilities to assist co-workers and other department? What was the result?
13. Describe a job that you have had in the past that you did not enjoy. Why didn't you enjoy this job? Describe a time when you had a break in customer service and what you did to correct the situation. What was the result and how did you insure that it not happen again?
14. If you could change one thing about yourself and your job performance, what would that be?
15. Is there anything about your references that you would like to share now?
16. Are there any long-term educational goals that you would like to share?
17. Confirm hours available to work. Is there any flexibility on hours available?
18. Ashville offices do not allow smoking in our offices or other designated locations. Is that a problem for you?
19. Describe range of Services at in Ashville. Give general information about benefits.
20. What are the special skills, talents, and/or certifications you can bring to our village, or working in our office?
21. Ask for follow-up questions?

At this time, give the applicant the information regarding the pre-employment criminal background checks.



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APPLICANT RELEASE FORM

I, _____, presently residing at _____

have applied for employment with the Village of Ashville. I have been advised and am fully aware that a representative of the entity will be conducting a thorough investigation of my background to assist in determining my suitability for this employment/membership. I realize that, in conducting this background investigation, representatives will be making inquiries of: Officials and Records Offices at schools which I have attended; Physicians and/or other persons who may have examined or treated me for any physical or other type illness or injury; Police and/or Court Records with whom I may have an arrest or conviction record; Motor Vehicle Record (MVR) investigation for current and future driving records; Credit Bureaus and/or firms who may have information regarding my credit history and/or financial standing; present and previous employers; and any other persons who may be able to provide information about me which the Department deems necessary.

I hereby give my permission and waive all provisions of law forbidding any physician or other person who has attended me or any other school official, court, policy agency, credit bureau, employer, firm or person, from disclosing any knowledge or information they have concerning me which is requested or desired by the entity. I further consent that the entity official or his/her representative be provided with a copy of any such records concerning me which they may desire.

I hereby give my consent to the Mayor, Village Administrator, or it's designee to perform test of my blood and/or urine to determine my possible usage of prohibited substances. If accepted for employment, I agree to take drug and/or alcohol tests whenever requested by the Village of Ashville and understands that the taking of such tests is a condition of my continued employment.

I also recognize the right of the entity to periodically perform additional checks of my criminal, medical, motor vehicle, or financial records as a condition of my continued employment.

Signature of Applicant

Date

Print Name of Applicant
 Authorized By: Franklin Christman
 Title: Village Administrator