

HIRING PROCEDURES

When an opening exists and the applicable department is ready to start the recruitment process, that Department will notify Human Resources.

GENERAL EMPLOYEES – (excluding Police Officer and Firefighters)

All openings are posted on the City's website and outside the Human Resources Division. At the request of the hiring Department, the opening may also be advertised in the local newspaper or other newspapers or publications as well as with other sources such as the City's local cable Channel 19, the Missouri Career Center, etc. The opening will be posted for at least five working days. Applications are accepted on-line only at www.stjoemo.info and only for openings that are posted. Applications must be received by 11:59 PM of the Closing Date in order to be considered. If the position has been difficult to fill, the posting may indicate that it is "Open Until Filled". Applications may be reviewed, interviews scheduled and a job offer made at any time for these type of positions.

Departments will inform Human Resources whether the Department wants Human Resources to do the initial screening of the applicants or if the hiring Department will do the screening. Once the position closes, the applications/resumes that were submitted timely will be reviewed. The Department may do some further screening to determine which candidates they want to bring in for an interview. Once it is established which candidates the hiring department is interested in bringing in for further evaluation, the candidates will be contacted by the hiring department to schedule an interview. The Department will generally use an interview panel for the initial interview process. Candidates may be brought back for additional interviews as needed. Candidates are evaluated to determine their skills, qualifications and abilities and who best meets the needs of the department. Once a candidate is chosen, they are notified to determine if they are interested in employment with the City of St. Joseph and if so a contingent job offer is made. The offer is contingent upon successful completion of a drug screen and alcohol if DOT. The Department will complete a Contingent Job Offer form and forward it to Human Resources for scheduling of a pre-employment drug screen (and alcohol as applicable). A Human Resources representative will contact the candidate to schedule the testing. When the results are known the Department and the candidate will be notified. If the drug screen (and alcohol as applicable) result is non-dilute and negative, the Department will contact the candidate to establish a start date. New employees are scheduled for start dates on the first day of a pay period. Human Resources will coordinate with the department to schedule in-processing.

FIRE:

Applications are taken on a continual basis with the written test being held once a year. If the test date/time is not noted on the posting you can check with Human Resources at 816-271-4670 to see if a test date/time has been scheduled. Applicants must be at least 18 years of age and have Firefighter 1, Firefighter 2, Hazardous Materials Awareness, Hazardous Materials Operations and CPAT (completed within one year of the test date) certifications, as well as a valid EMT license from the State of Missouri or National Registry (licensure must be maintained throughout your career as a firefighter) before applying and participating in the written tests. Proof of

completion must be provided at the time the application is submitted. The applicants must pass a written exam with at least a passing score of 70%.

After the testing is complete, the candidates who passed are listed according to written score. The Fire Department will then request a specific number of applications. The top applications are forwarded to the Fire Department based on written score and then interviews are scheduled. Interviews are conducted before a panel of people from the Fire Department and Human Resources. Each panel member will individually score the candidate and the scores of all the panel members will be averaged for a final score. The oral interview score will be added to the written score and the candidate ranked to create an Eligibility List. An Eligibility List will be created to list applicants for further consideration to fill vacancies as requested by the Fire Department, however, the department reserves the right to hire anyone from the list, and not necessarily in order of ranking. When the department is ready to hire, applicants will be contacted and a Contingent Job Offer made. The offer is contingent upon successful completion of a medical examination including a drug screen. Applications are valid for up to 12 months from the date of the written test.

*The City has the right to change the qualifications, testing requirements, exercises, etc. at any time without prior notice.

POLICE:

Applicants must be at least 21 years of age. Applications are taken on a continual basis. The written test is scheduled as needed, generally at least once per year. If a test date/time is not noted on the posting you can check with Human Resources at 816-271-4670 to see if a test date/time has been scheduled. Information is provided regarding the minimum qualifications for a police officer and the steps in becoming a police officer through regular mail or email. The testing consists of a written test and a physical agility test.

First the applicant must pass the written test. The current test consists of four sections. Applicants must score at least a 70% on two of the four sections and a 70% overall. Those who successfully pass the written test are able to participate in the physical agility testing. The physical agility test is generally scheduled later the same day after the written test. The physical agility test is a pass/fail test and while timed, there is no time limit. The time is used for a tiebreaker when necessary. The physical agility is set up like an obstacle course where the candidate runs laps, jumps a simulated ditch, vaults a simulated wall, traverses a balance beam, crawls through a simulated window, goes up/down steps, drags 175 pound body, carries a 25 pound box and sprints to the finish.

Those that pass both the written and physical agility tests may be scheduled for an interview. A panel of employees from the police department will interview the candidate. Once the interviews are completed a list will be established according to the candidate's scores based on the written test and oral interview averaged from the panel members. However, the department has the right to offer the position to anyone on the list regardless of ranking. Other steps include a police records check, background investigation, and polygraph examination (as needed). Information obtained during these checks could result in the candidate being eliminated. When the

department is ready to hire, the applicant will be contacted and a Contingent Job Offer made. The offer is contingent upon successful completion of a medical examination including a drug screen and psychological examination. The prospective employee must also establish residency in the State of Missouri by date of appointment and be POST certified. Applications are valid for up to 12 months from the date of the written test.

*The City reserves the right to change the qualifications, requirements, testing process, obstacle course, etc. without prior notice.