

## Lower Makefield Township

### Recruitment Procedures

1. All new positions need to be approved by the Board of Supervisors during the Budget process.
2. All previous positions will carry over through the budget process.
3. When a position becomes available within the Union Contract, the Contract is to be followed.
4. Any non-uniform full-time employees follow the following procedure:
  - a. The position will be made available to all current employees, municipalities within the state and the Public at large using marketing tools available to the staff. Marketing tools are outlined in the Parks and Recreation Marketing and Community Outreach Plan.
  - b. The Township will consider all hiring applicants who meet the criteria within the defined job description.
  - c. If there is a large applicant pool the Township will select no more than 10 applicants base on resumes and applications to interview.
  - d. Applicants will sign the Applicant Form for initial background checks prior to the first interview.
  - e. During the interview, management staff will ask key questions about the position and skills and then rate the candidates on a sliding scale. These questions are department and position specific.
  - f. After interviews, if there is a top candidate, the police will conduct an initial background check.
  - g. If the initial background check is passed, the candidate will be contacted with a provisional letter with instructions to complete further background checks as outlined within the Risk Management Policy.
  - h. If all background checks are complete an offer letter will be provided to the candidate and a start date and salary will be determined based on the range approved during the budget process.
  - i. All applicants who were not selected will be notified in writing that they did not receive the position.

Signed: \_\_\_\_\_

Township Manager

Approved on: \_\_\_\_\_

7-14-23