ENTRANCE HIRING PROCEDURES

1. Civil Service post notice of examination (in at least one major publication and city website) not less than two weeks prior to exam date. (124.23(G))

2. Civil Service conducts Physical Agility exam (when required) or accepts Tri-C physical agility exam valid within one year of filing deadline. (Determined by commission at time of exam posting)

3. Civil Service conducts Written Exam

4. Eligibility list is prepared for candidates meeting minimum required score set by the commission (70%). List is certified by the Commission. Certified list is valid until vacancy is filled but no more than one year. (ORC 124.26)

5. Department Administration conducts background investigation on top twenty five percent (25%) of certified candidates. (ORC 124.27)

6. Background reports are sent to the Commission for review. Commission accepts or rejects candidates report. Candidates rejected are advised of hearing procedure for appeal of removal. Commission shall replace name with next eligible candidate(s).

7. Administration conducts background investigations done on additional names given. Repeat step six.

8. Appointing Authority (Mayor) request names of top twenty five percent of eligible candidates. Mayor reviews the file of each candidate and chooses candidate(s) to interview.

9. Administrative team conducts interview(s).

10. Administration advises Civil Service of candidates(s) chosen for appointment

11. Preliminary offer is made to candidate pending completion of psychological and pre-employment physical.

12. Civil Service sends candidate(s) for psychological exam.

13. Upon passing of psychological, candidate is sent for pre-employment physical exam (in compliance with pension board requirements).

14. Civil Service Commission reviews psychological and pre-employment physical results and approves name(s) for appointment. Candidate is advised of job title, salary, job description and appointment procedure.

15. Candidate is administered the Oath of Office by Appointing Authority (Mayor) and placed on uncontestable probationary period of one year active service.