



Hiring Procedures

This tutorial will help you to better understand the process for hiring new employees, previous employees and transferring current employees to and from other Smith County departments.

To move through the slides, press enter or use the Covered Topics (Table of Contents) on the next slide.



Covered Topics

To skip directly to a particular section, simply click on that section title.

2

Smith County Human Resources (HR) believes that hiring talented, qualified individuals to fill positions contributes to the overall strategic success of Smith County. Each employee is hired to make significant contributions to Smith County. In hiring the most talented, qualified candidates for positions, the following hiring process is applicable:

- [Job Postings](#)
- [Accepting Applications/Resumes](#)
- [Interview Process](#)
- [Reference Checks, Criminal Background Checks, Drug & Alcohol Testing, etc...](#)
- [Job Offers](#)
- [Onboarding: Initial Start Date, New Hire Paperwork and Orientation](#)
- [Rehires and Internal Transfers](#)
- [Still having trouble?](#)



Job Postings

3

Smith County Human Resources plays a critical role in filling vacant positions within the county and, consequently, must be notified when any Elected Official/Department Head desires to fill a vacancy.

Requests to fill vacant positions within a department must be completed by the department's Elected Official/Department Head, or appropriate level of management. During periods of time the county is under a hiring freeze, all Commissioners Court departments must obtain approval to fill vacancies from the Commissioners Court.

Requests should indicate the reason for the opening, when to open and close the job posting, the positions' hours/shifts, FLSA status, essential job functions and qualifications. If the position has been previously posted, HR can simply re-post the position using the information on file.

Requests should be emailed to:

hrrservicedesk@smith-county.com



Job Postings

4

With few exceptions, all regular exempt and non-exempt job openings are posted on Smith County's website for citizens and employees to review, by clicking on the careers tab. County job openings are also posted at the East Texas Workforce Center and various work-related associations

Jobs remain posted until the position is filled or until the hiring department requests that posting be taken down.

Positions are advertised externally based upon need and budget constraints. Any special recruitment advertising request must be paid for by the requestor.

Human Resources is responsible for placing all recruitment advertising.



Accepting Applications/Resumes

5

First, and most importantly, it is best not to accept unsolicited applications/resumes.

There are risks associated with maintaining unsolicited applications/resumes. Once you have accepted the resume or application, it becomes a legal employment record and you must comply with all applicable State and Federal laws, such as those regarding retention and privacy.

Smith County Human Resources does not accept unsolicited applications/resumes.

Applications/Resumes will only be accepted if they are attached with an active job posting, and the applicant alone will designate what position he/she is applying for.



Accepting Applications/Resumes

6

If you need to accept unsolicited resumes and applications in your office, be sure to develop a strict policy for handling them. In the policy, describe how these documents will be reviewed, how they will be handled if no position is currently open, and how the applicant will be notified of his/her status in the screening process.

Contrary to the option above, having a consistent process in place for handling unsolicited applications/resumes, throughout the county, minimizes the chances an employee will act inconsistently when presented an unsolicited application/resume.

Applying this process, throughout the county, without exception is the greatest defense to claims of discrimination, regarding our application/resume screening process.



Interview Process

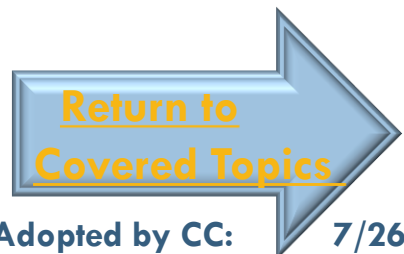
7

Human Resources or the hiring manager will screen applications and/or resumes prior to scheduling interviews. Initial interviews are generally conducted by Human Resources and the Hiring Manager.

Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended.

Interview questions should be compiled by the interviewer(s) and reviewed by Human Resources. At the conclusion of the interview process, the Hiring Manager/Supervisor has ultimate responsibility for making a hiring decision. Decisions should be reported to HR using the "Hiring Promotion Decision Form".

The Hiring Manager/Supervisor is responsible to fill the position with the most qualified candidate without regard to age, color, race, national origin, religion, gender, disabilities or veteran status.



Reference Checks, Criminal Background Checks, Drug & Alcohol Testing, etc...

8

Once a decision has been made regarding interest in hiring an applicant, an offer will be made contingent upon satisfactory completion of all required pre-employment testing.

The Hiring Manager/Supervisor or Human Resources will conduct reference checks and criminal background checks. Human Resources will contact final candidates to complete a pre-employment drug & alcohol screen and ,when the job requires it, a physical examination.

Drug testing site maps and hours of operation are available from Human Resources. Final candidates scheduled for drug & alcohol testing must report to test site within **30 (thirty) minutes** of leaving the Human Resources office. Failure to do so may result in the test being considered incomplete.



Reference Checks, Criminal Background Checks, Drug & Alcohol Testing, etc...

9

Smith County offers a wide variety of services to its citizens; consequently, the county employs a large diversified workforce.

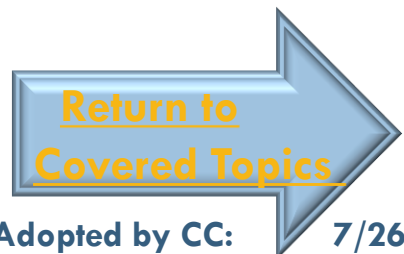
While successful completion of a criminal background check and drug & alcohol screening are required for all positions, there are other tests that are job specific and only need to be taken by candidates applying for those positions.

All job specific testing must be completed satisfactorily.

No candidate(s) should be allowed to perform any Smith County employment duties until all pre-employment tests have been completed satisfactorily, as confirmed by Human Resources.



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Adopted by CC: 7/26/11

Job Offers

Once Human Resources receives satisfactory results from the reference checks, criminal background check, the drug & alcohol screen, and other job specific tests, as appropriate, Human Resources or the Hiring Manager/Supervisor will notify the candidate and confirm the initial offer.

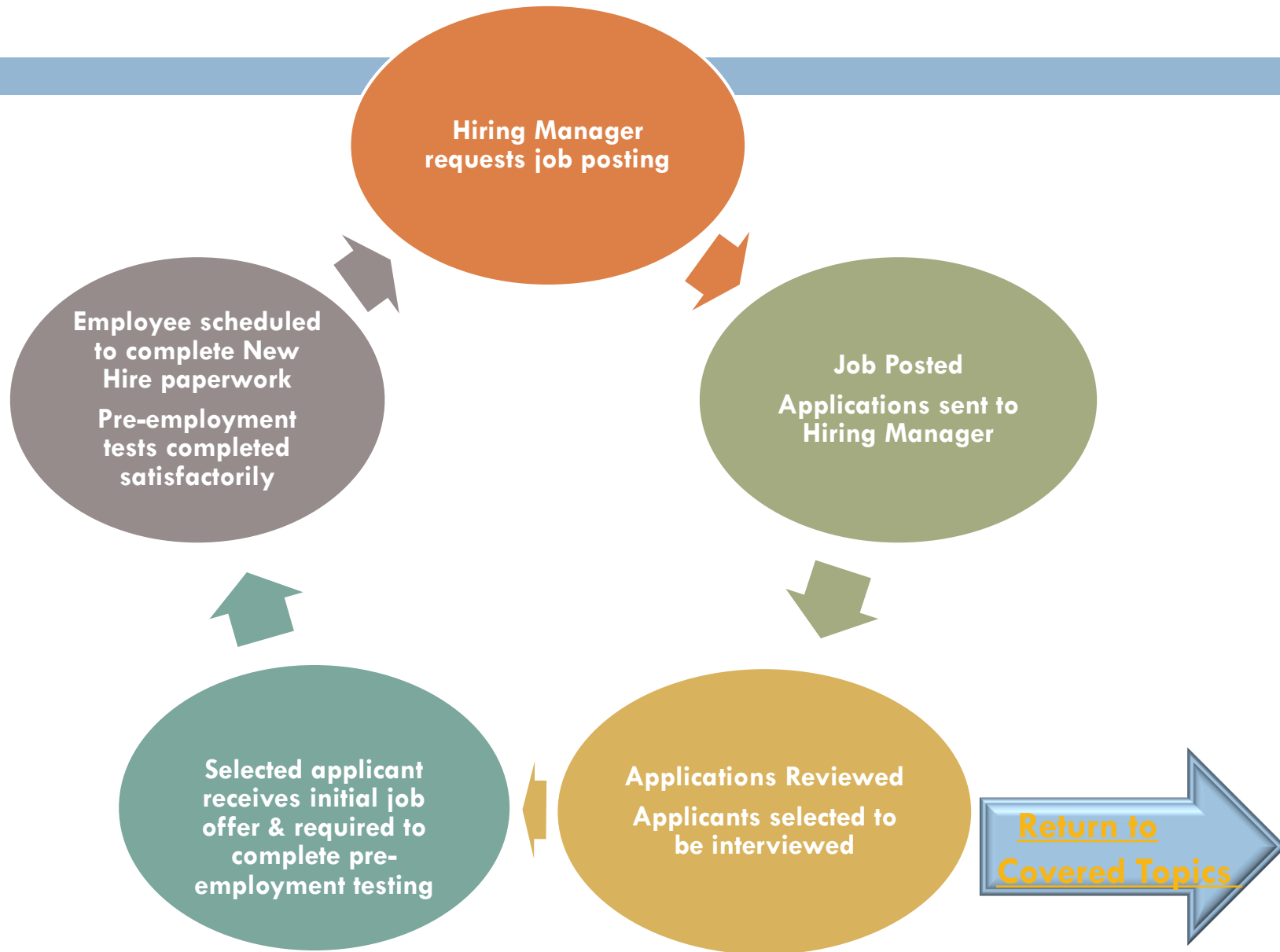
Job offers should only be made to candidates who satisfactorily complete all appropriate pre-employment tests.

Candidates who fail to successfully complete the required pre-employment testing are eligible to re-apply for employment opportunities with Smith County.



Visual Recap of the Process

11



Onboarding: Initial Start Date, New Hire Paperwork and Orientation

12

On or, preferably, before the initial start date, employees must have the necessary, new hire paperwork completed and turned in to Human Resources.

Hiring Managers/Supervisors will need to contact Human Resources at least **1 (one) day** in advance to schedule an appointment to complete new hire paperwork.

Human Resources will complete the New Hire Checklist with new employees to ensure all necessary documents are filled out appropriately. Human Resources will also briefly cover a few important policies, procedures, and benefits with the new employee, and give the employee a letter stating when the next New Hire Orientation will take place.

All New Hire paperwork must be completed and turned in to Payroll by Wednesday of the week payroll is due.



Onboarding: Initial Start Date, New Hire Paperwork and Orientation

13

Below is the “general” list of forms that must be completed by new hires and turned in to Human Resources before employment may begin:

- Application/Resume
- New Hire Data Form
- Emergency Contact Information
- New Employee/Employee Change Form (completed by hiring department)
- Statement of Employee Understanding Form
- Election of Disclosure Form
- Receipt of Handbook Acknowledgement
- Compensatory Time Form
- Employee's Withholding Allowance Certificate (W-4) Form
- Employee Notice of Work Comp Alliance
- Employee Parking Agreement
- Employment Eligibility Verification (I-9) Form
- Benefits Enrollment Form (Medical, Dental, Life Insurance)
- TCDRS Beneficiary Forms (Retirement)
- Credit Union Acknowledgement Form
- Direct Deposit Form



Process for Adding New Employee(s) to a Department's Timesheet

14

Hiring Department schedules appointment with HR for new employee to complete necessary new hire paperwork.

Hiring Department completes Employee Change Form for new employee and sends it to HR before employees appointment.

HR completes New Hire Checklist with new employee and sends paperwork to Payroll for processing.

Payroll processes paperwork by adding new employee's information to the payroll system.

Payroll notifies HR that employees have been entered into payroll system.

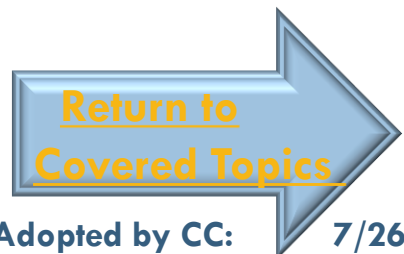
HR adds new employee to the hiring departments' timesheet.

Onboarding: Initial Start Date, New Hire Paperwork and Orientation

15

All new employees are encouraged to attend New Hire Orientation (a 3.5 hour HR facilitated session) as it is designed to:

- Familiarize new hires with new roles
- Retain new hires, reduce turnover
- Give factual information regarding pay & benefits
- Acclimate new hire to the social structure of Smith County
 - History
 - Organizational goals and values
 - People, Culture, and Language
 - Performance Expectancy



Rehires and Internal Transfers

16

Previous employees who have been separated from Smith County for greater than 60 calendar days must retake and satisfactorily complete all job related pre-employment tests.

Additionally, rehires are required to complete all necessary New Hire paperwork again and are urged to attend New Hire Orientation.

While it may not seem practical to send rehires to New Hire Orientation, it is prudent to remember that not all employees have attended a New Hire Orientation session.



Rehires and Internal Transfers

17

In order to qualify for a possible transfer to another county department, generally, the applicant must have acceptable work performance in his/her current department (not be on a corrective action plan), although it is recognized that in some circumstances it may be preferable to transfer an employee to a position as to which he or she is better suited than to insist upon satisfactory performance in one position before permitting transfer to another.

Applicants must meet the experience and educational requirements as outlined in the job posting announcement; however, simply meeting minimum requirements does not necessarily guarantee an interview.

It is recommended that applicants notify their current supervisor(s) of their interest in transferring to another department, as the Hiring Manager may conduct a reference check with the applicant's supervisor(s).



Rehires and Internal Transfers

18

In extreme staffing conditions, if an applicant's Department Head feels that the timing of the transfer will place a significant hardship on the applicant's current department, the Department Head may request that applicant not be considered for the transfer, until some future date.

Normally, once an applicant for transfer has been selected, the Hiring Manager negotiates a transfer date for the employee with the Releasing Manager, insuring a minimal negative impact on services provided while remaining cognizant of the employee's needs. A reasonable period of time is typically two weeks for non-exempt employees and four weeks for exempt employees.

The Hiring Manager completes an Employee Change Form including: selecting transfer under Salary Department Changes, and listing new department, new employee number, new position number, annual salary, effective date, range, step, stating what department employee transferred from in the Remarks section, and if applicable, replacing what employee.

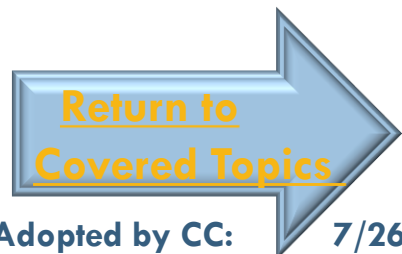


Rehires and Internal Transfers

19

The Releasing Manager completes an Employee Change Form including: selecting transfer under Salary Department Changes, and listing current department, current employee number, current position number, effective date, range, step, stating what department employee transferred from in the Remarks section, and if applicable, replacing what employee.

In the case of an employee transferring from part-time to full-time, he/she will need to complete a Benefits Enrollment Form, and the effective date of full-time employment will be used to determine when health coverage will begin.



Still Having Trouble?

20

If you are still experiencing problems with the hiring process, after reviewing this tutorial, please contact the Human Resources department for assistance at

(903) 590-4642

or email us at

hrrservicedesk@smith-county.com

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EMPLOYER**



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