

DEPARTMENTAL HIRING REFERENCE CHART

	Exempt Classification	Labor Classification	Non-Competitive Classification	
			Union	Non-Union
PRE-INTERVIEW				
a. Note candidates identified for Nepotism	X	X	X	X
b. Check for multiple government employment	X	X	X	X
INTERVIEW				
a. Interview in accordance with all applicable laws	X	X	X	X
b. Inform candidate of documentation of Identity and employment authorization (I-9)	X	X	X	X
c. Check current valid PA driver's license (required if on announcement)	X	X	X	X
d. Candidate must establish City residency	X	X	X	X
e. Notice of Award of Bid Form for bid position (Response within 5 days AFSCME 2719, 3 days PJCBC)		X	X	
POST INTERVIEW – SELECTION & CONDITIONAL/FINAL OFFERS				
a. Conditional Offer Packet mailed to selected candidate	X	X	X	X
b. Candidate returns required Conditional Offer packet forms including the Authorization of Release of Information Form for Background Investigation. Department forwards signed releases and forms to P&CSC	X	X	X	X
c. Background and Real Estate investigations are conducted by OMI				
b. Reference checks (Education/Experience) conducted by hiring department	X	X	X	X
c. Final Offer Letter mailed to candidate - which includes salary, proposed start date (must be first day of pay period) and items required to bring to Orientation Session	X	X	X	X
d. Nomination letter to Civil Service Commission			X	X
e. Inform all interviewed candidates of status	X	X	X	X
f. Transaction Form to Department of Personnel and Civil Service Commission (Effective date - beginning payroll period). I-9 Form and photocopies of identity and employment authorization to Department of Personnel and Civil Service Commission with Transaction Form	X	X	X	X
g. Medical examination (Required if on announcement)	X	X	X	X
h. Return all applications to the Department of Personnel and Civil Service Commission	X	X	X	X
i. Complete Non-Union Position Form	X			X
BEGINNING OF EMPLOYMENT				
a. New Employee Orientation Session (First Monday of payroll period)	X	X	X	X
b. Departmental Orientation conducted by hiring department liaison	X	X	X	X