



## **City of Eastvale Recruitment & Hiring Process**

### **The Recruitment Process**

1. Applications are reviewed and the most qualified applicants are selected for testing and/or an interview.
2. Candidates will be notified, whether selected or not, by mail, email or telephone.
3. Testing could include a written exam, an oral exam or a practical (demonstration) exam, depending on the position.
4. Interviews generally consist of a panel-type interview, with 2 – 3 individuals serving as panel members.
5. Candidates will be notified of results.
6. Final interviews are done by the hiring department from among those on the eligibility list.
7. Selection of a candidate will be done by the department and notification is given by the department.

### **The Hiring Process**

1. After final department interviews are conducted, a decision will be made as to which candidate(s) will be selected to continue in the hiring process.
2. Previous employment is then verified.
3. Professional references are contacted.
4. A background check is conducted in accordance with the employment application which includes a driving history record.
5. Upon successful completion of the above steps, a Conditional Offer of Employment may be presented. This Offer will outline the exact title, salary, and schedule that the candidate is being offered.
6. Upon acceptance of the Offer, the candidate will then undergo a Pre-Employment Physical Examination. These examinations are used in determining the candidate's suitability for the position.
7. The Human Resources department will then coordinate with the candidate as to the start date, reporting place and time.
8. The Human Resources Department will then conduct a new hire orientation to go over the employee's health benefits, insurance, and questions they may have.