



**EXHIBIT 3**

**Policy 300-22: Recruitment and Selection Policy**

Series Number: 300-22	Version: C
Responsible Department: Human Resources	Effective Date:TBD
Supersedes: 300-22 (B) Recruitment/Selection Procedure	Next Review Date: 7/1/2028
Approval: [City Manager’s Office will complete]	

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**PURPOSE OF POLICY**

To establish a systematic and equitable process by which employees are recruited and selected to fill City of Raleigh vacancies for all full-time and permanent part-time positions, except for City Council-appointed positions, which are exempt from this policy. Additional requirements may apply to specific positions as required by law or by the nature of the job responsibilities.

It is the policy of the City of Raleigh to ensure that in its recruitment and selection process, equal employment opportunity is guaranteed to all employees and all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, genetic information, pregnancy, familial or marital status, economic status, political or labor affiliation, covered veteran status, or any other non-job-related factor.

**DEFINITIONS**

**External Recruitment** – To recruit applicants from outside the City’s organization, in addition to considering current City employees.

**Internal Recruitment** – To recruit applicants only from within the City’s organization.

**Lateral Transfer** – A transfer within a department or to another department from one position to another of the same classification and/or pay grade as the first position.

**Promotion** – The action taken when an employee is moved from the employee’s current position into a different position that is in a higher pay grade.

**Demotion** – The action taken when an employee is either assigned to a position or requests to be moved into a position that is in a lower pay grade or amount than the position currently held.

## **POLICY**

The City of Raleigh (“the City”) will meet its workforce needs through a systematic and equitable recruitment and selection process. The City aims to attract and recruit applicants with distinct backgrounds, skills, and abilities that reflect the community, to enhance the quality of service and contribute to the City’s overall success.

Hiring decisions are made in accordance with the Raleigh Civil Service Act. All selection decisions shall be based on position-related criteria and merit, comply with all federal and state laws, and be consistently applied to ensure the integrity of the process. No selection decision shall be made that will constitute unlawful discrimination in violation of state or federal law.

### **1. General Provisions**

- 1.1. The City of Raleigh is not required to follow the provisions of the Recruitment and Selection Policy including, but not limited to, the following:
  - 1.1.1. Lateral transfers at the department’s request
  - 1.1.2. Lateral transfers or demotions for just cause that result from disciplinary action or those demotions that are voluntary
  - 1.1.3. Reassignment of an employee’s duties
  - 1.1.4. Reduction in force (RIFs) placements
  - 1.1.5. For placements required by federal, state, or local laws
  - 1.1.6. For promotions that are automatically achieved upon successful completion of proficiency examinations or other qualifying criteria
  - 1.1.7. During times of extreme staffing shortages

1.2. The City of Raleigh is not required to advertise vacancies when a pool of qualified applicants has been established for another vacancy within the same classification, same minimum and preferred qualifications, and same pay range within sixty (60) calendar days from the closing date of the prior vacancy. This pool may be used in lieu of advertising for the current vacancy. The City is also not required to advertise vacancies

for established apprenticeships, fellowships, internships, and workforce development programs that have been pre-approved by the Human Resources Director.

- 1.3. All selections and placements shall be consistent with Employee Code of Ethics Policy prohibiting supervisory relationships between immediate family, as defined in Policy 300-01A, Human Resources Program Policy Definitions.
- 1.4. The recruitment for City Departments, advertising, testing, and selection activities will be centralized in, administered by, coordinated through, or approved by the Human Resources Department. City departments with some recruitment and selection autonomy include the Police Department, Emergency Communications, the Fire Department, and Parks, Recreation & Cultural Resources.
- 1.5. City Council-appointed positions of City Manager, City Clerk, and City Attorney are exempt from this policy.

## **2. Position Review**

- 2.1. When a position becomes vacant, the hiring department will evaluate the organizational and departmental needs to determine if the position should continue in its current classification, or if different knowledge, skills and/or abilities are necessary to fulfill the mission of the division and/or department.
- 2.2. If a department determines that a position classification needs to change, the department should follow the reclassification process prior to initiating the position requisition.
- 2.3. At times, the City may implement a position freeze directive, and, in these situations, departments should follow the freeze-release approval process, if applicable.

## **3. Position Requisition**

- 3.1. When the vacant position review is complete, the hiring manager shall review and approve all aspects of the position description to ensure accuracy of information, including the established hiring range as explained in Policy 300-4A. The review must ensure compliance with the Americans with Disabilities Act. A requirement solely needed to perform a non-essential function of the position that would screen out candidates who are otherwise qualified for the position is prohibited.
- 3.2. The hiring manager or designee begins the recruitment of the vacant position by completing a requisition request through the City's online recruiting system. During this time, hiring managers and supervisors are encouraged to work with designated Human Resources staff to determine appropriate and accessible recruitment strategies for the position to obtain a broad and distinct applicant pool.

## **4. Position Vacancy Announcement (Job Posting)**

- 4.1 Upon receipt of the requisition from the hiring department, the Human Resources Department will conduct a review to ensure compliance with the Americans with Disabilities Act. Subject to compliance with this policy and all applicable laws, the Human Resources Department will post the position vacancy announcement (also referred to as a job posting). Jobs will typically be posted within the timeline set in the Recruiting Toolkit and the Recruitment and Selection Standard Procedure.

4.2 City positions will be posted for external recruitment. However, upon request of a hiring manager or supervisor, a position may be posted for internal recruitment only.

## 5. Assessment and Selection

5.1 All applicants who have applied for employment shall be selected on a competitive basis and in accordance with the Raleigh Civil Service Act.

5.2 Application: All persons expressing an interest in employment with the City of Raleigh will be given an opportunity to apply for vacant positions. All applicants must apply online to be considered for employment. Reasonable accommodations can be provided by Human Resources to those applicants who may need assistance and requests for accommodations should be made as explained in Policy 300-35. Knowing and willful submission of false information on an application may be grounds for disqualification, or termination of employment if discovered after employment begins.

5.3 Screening: Each applicant's credentials will be reviewed in compliance with all applicable laws, based on the applicant's responses to the minimum requirements supplemental questions submitted through the online application. All applicants referred for consideration must meet the minimum requirements established for the position as specified in the job posting.

5.4 Interview panels: Interview panels should typically consist of a minimum of two (2) to three (3) members. Interview panels should consist of members based on factors such as their experience, expertise, knowledge, functional area, seniority, and good standing. Selection and appointment of interview panel members shall comply with all federal and state equal opportunity laws against discrimination. In addition, the interviewer(s) should be knowledgeable about the position requirements. Multiple interview panels may be used during the interview process. For each applicant, the panel members should remain the same for that specific round of interviews.

5.5 Questions and assessments: All applicants interviewing for a specific position are to be asked the same questions and given the same exercises before identifying the final candidate. Behavioral and/or situational based interview questions must be relevant to the knowledge, skills, and experience expected to be successful in the position. Questions should clearly relate to the responsibilities of the position.

5.6 Reference checks: The hiring manager or supervisor will conduct professional reference checks once the final candidate has been identified and prior to making an offer. A minimum of two (2) professional references are required from the applicant. Hiring managers will conduct reference checks via telephone or email.

Reference checks are required to be completed prior to an offer. For internal hires, the supervisor is required to conduct a reference check with the applicant's departing department prior to making an offer or conditional offer, if applicable.

5.7 **Job offers:** After a decision has been made by the hiring manager or supervisor to hire a candidate, a conditional offer shall be extended in writing. See City Policy 300-4A Job Classification and Compensation System for hiring managers. Employment offers must be made in writing and signed by the applicant prior to the commencement of employment. Applicants who have accepted and signed an employment offer must complete a background check in accordance with City Policy 300-21 Applicant Background Investigations, a controlled substance test, and any other position-specific requirements.

5.8 **Records and retention of hiring decisions:** Records of all documentation related to the selection process are to be retained according to the City's Record Retention Schedule and all federal, State, and local laws. The hiring manager or supervisor or other department designee must update the status of all applicants in the online recruiting system and non-selection notifications should be sent by the hiring department, Human Resources, or Human Resources-approved City department designee. Human Resources will close out the requisition in the online recruiting system.

## **INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

City of Raleigh applicants and employees.

## **RESPONSIBILITIES**

**Human Resources Department** - Execute, administer, and update policy. Human Resources will also provide instruction and training on this policy to Human Resources-approved City department designees.

**Human Resources-Approved City Department Designee** - Adhere to and execute the policy.

**Hiring Department (Hiring Managers and Supervisors)** - Adhere to and follow policy for filling all vacant positions both internally and externally. Defines job requirements, participates in interview and selection processes, and ensures fair and consistent evaluation of candidates.

## **REFERENCES, RELATED DOCUMENTS, FORMS AND TOOLS**

101-12 – Driving License Requirements for External Candidates and Current Employees

100-20 – Discrimination and Harassment Prevention

100-24 – Employment of Relatives

300-01A – Human Resources Program Policy Definitions

300-4A – Job Classification and Compensation System

300-14 – Disciplinary Action, Suspension, and Removal

300-16 – Personnel Records  
 300-21 – Background Investigations Policy  
 300-35 – Disability Accommodations Policy (ADA Title I)  
 Human Resources Recruiting Toolkit  
 Raleigh Civil Service Act  
 City of Raleigh Position Reclassification Process  
[Record Retention Schedule Adopted by City Council](#)

**WEBSITE ADDRESS FOR THIS POLICY**

<https://corecon.raleighnc.gov/administrative-policiesand-regulations> or  
<http://www.raleighnc.gov/>

**HISTORY AND UPDATES**

Date	Revision	Change	Reference Section
01/05/1988	B	All	All
06/10/2025	C	All	All

**APPENDIX**

There are no appendices to this policy.

**LEGAL NOTICES**

Nothing in this procedure shall alter an employee’s at-will status of employment with the City.

This procedure shall not create liability on the part of the City or any officer or employee thereof for any personal injury or property damage that may result from reliance upon this procedure, or any administrative decision lawfully made pursuant to this procedure.

If any provision of this procedure is or becomes or is deemed to be invalid, illegal or unenforceable pursuant to applicable law, such provision shall be construed or deemed amended to conform to applicable laws, or if it cannot be so construed or deemed amended without materially altering the purpose or intent of the procedure, such provision shall be stricken and the remainder of the procedure shall remain in full force and effect.