

Union Sanitary District

Recruitment and Selection Practices

Thank you for your interest in employment with Union Sanitary District (USD). The information provided below explains the recruitment and selection procedures at USD.

Responsibilities

USD is a public agency using a merit system to hire or promote the best-qualified candidate.

There are three different groups of people involved in the recruitment and selection process: (1) the Human Resources staff, (2) the applicants, and (3) the hiring work group. Each of these groups has certain responsibilities.

- The Human Resources staff works with management and other employees to identify recruitment strategies and the knowledge, skills, and abilities needed for the position.
- Applicants present their relevant qualifications and participate in the recruitment, testing, and selection process.
- The hiring work group determines who is best qualified for the job.

Selection Process

The methods most commonly used by the District to choose the best-qualified applicants are described below. Refer to the job announcement brochure to determine the tests that will be used for this selection process.

- **Application Screening:** Applications are reviewed by a panel familiar with the requirements of this position. The panel will select those presenting the best job-related education, training, and experience to continue through the testing process.
- **Written Examination:** These tests are given to determine which candidates have the best job-related knowledge. For example, if one of the requirements for a position is to perform math calculations, the test may include math problems.
- **Performance Test:** This type of exam tests specific skills needed for the job. For instance, if the job requires the ability to assemble and take apart pumps, candidates may be asked to perform this task within a certain amount of time as part of a performance test.
- **Physical Abilities Test:** Similar to a performance test, this evaluates certain abilities needed to perform the more strenuous jobs at the District. A physical abilities test will simulate the types of work that require more strength and manual dexterity, such as lifting and carrying heavy sacks of cement.
- **Qualifications Appraisal Interview:** Candidates who have successfully completed the previous required processes are invited to speak to a panel about their qualifications. There are often two parts to the Qualifications Appraisal Interview – a Work Sample Project and an Oral Interview.
 - **Work Sample Project:** Candidates are asked to complete an assignment related to the work. Some assignments may be in essay form; others may be oral presentations to the panel or role plays with a panel member. The Work Sample Project is reviewed by the panel and included in the overall evaluation of the candidate.
 - **Oral Interview:** The panel consists of subject-matter experts and a representative from Human Resources, who chairs the panel. During the interviews, all candidates are asked the same set of job-related questions and are rated by the panel on their responses to those questions.
- **Final Score:** The goal of the testing is to arrive at a numerical score for each qualified candidate. This final score may be the combined results of the scores received for some or all tests plus the Qualifications Appraisal Interview, or may only include the score received for the Qualifications Appraisal Interview. A list of finalists is compiled.
- **Hiring Interview:** Those at the top of the list are invited to a final (or hiring) interview. The manager may appoint any one of the persons interviewed. The manager will check at least three work-related references provided by the finalist. The selected candidate must pass a driving insurability check and a pre-employment physical.

Do's and Don'ts

This is a competitive process and it is your responsibility to present all job-related qualifications.

Application

Do:

- Fill out all application materials completely and legibly, including a supplement when required.
- Sign the application. If completing electronically, type your name.
- E-mail jobs@unionsanitary.com or call 510-477-7500 with any questions you have.
- Submit application materials by mail, fax, e-mail, or in person. All documents must be received by USD on or before the due date and time.

Don't:

- Show gaps of employment without explaining them.
- Provide personal data; i.e., marital status, age, hobbies, information about dependents, health status.

Written, Performance, and Physical Abilities Test

Do:

- Get a good night's sleep the night before the test.
- Wear clothing appropriate to the type of test being given. You will be notified if special clothing (such as safety shoes) is required.
- Make sure you know where the test is being given and how to get there. If you're unsure, call our office.
- Arrive at least 10 minutes before the test is scheduled to begin.

Don't:

- Discuss the test with other candidates.
- Spend too much time on any one question or task.
- Try to perform any task that you are unsure you can do safely.

Qualifications Appraisal Interviews

Do:

- Get a good night's sleep the night before the interview.
- Have a neat, clean appearance and wear appropriate clothing.
- Make sure you know where the interview is located and how to get there. If you're unsure, call 510-477-7500.
- Allow enough time to get to the interview – plan to arrive at least 10 minutes before your scheduled time.
- Carefully read and follow all instructions.
- Listen to the interview questions carefully and respond clearly. Address all parts of each question.
- Give full and complete answers; think about the question for a few seconds and then give your answer.
- Make eye contact with each of the panelists during the interview.

Don't:

- Sell yourself short. Don't tell the panel that you don't have much experience or training in a certain area—just tell the panel what you do have.
- Chew gum during the interview.