



# CERTIFICATION OF ELIGIBLES

PM-14-04

Section: 14-00, EMPLOYMENT

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## POLICY & PROCEDURE

- I. When a Request to Fill Vacancy form is received in the Employment Service Center, Division of Human Resources, from one of the Divisions of City of Memphis Government, the Director of Human Resources or designee shall:
  - A. Establish an appropriate register of applicants through recruitment and screening.
  - B. Certify to the Division Director or designee a minimum of 3 to 5 applicants who meet the minimum qualifications and have the highest relative standing on the appropriate register for each vacancy.
  - C. Send written notice of certification to each certified applicant.
  - D. Instruct certified applicants to contact the designated interviewer with the Division within seven (7) days from the date of receipt of notice, excluding weekends and holidays.

**NOTE:** When the Division Director or designee requests certification to fill more than one position in the same classification, a minimum of three applicants shall be certified for each position.

- II. Should the appropriate register not contain a sufficient number of applicants to be certified for consideration for each position to be filled, the following shall occur:
  - A. The total number of applicants on the appropriate register shall be certified.
  - B. The Division Director or designee shall not be required to make all selections from the number of applicants certified under these circumstances.
  - C. The Division Director or designee may then request the Director of Human Resources or designee to report the positions that were not filled.
- III. The interviewer designated by the Division Director or designee shall:
  - A. Make every effort to interview those applicants certified to the Division Director or designee unless the applicant fails to contact the Division



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Director or designee within the specified period of time or declined further consideration prior to the interview by mail or telephone.

- B. Complete the interview process before returning the certification package to the Employment Service Center, Division of Human Resources.
- C. Sign the Selection Record form and obtain the appropriate Division Director's signature.
- D. Communicate the results of the process to non-selected, City employee applicants. The Employment Service Center will provide assistance and advice on this process.

### **CERTIFICATION**

The certification package shall be returned to the Employment Service Center, Division of Human Resources, by the Division Director or designee within 10 calendar days upon completion of all interviews. The Applicant Selection form shall contain clear, concise, and written job-related reasons as to the selection or non-selection of the certified applicants. The Employment Service Center must review the Selection Record form and approve the selection in accordance with EEOC and Consent Decree guidelines before a job offer is made.

If, at any time, after eligible applicants have been certified by the Director of Human Resources or designee, The Division Director or designee decides not to fill the position, the Division Director or designee shall notify the Employment Service Center, Division of Human Resources, in writing, who shall then cancel the requisition and certification.

It is the responsibility of the Employment Service Center, Division of Human Resources, to notify all applicants of such cancellation and to record the actions taken and the reasons for the action. If the request is canceled, the certification shall not be charged against any applicant.

### **JOB OFFERS**

Only the Director of Human Resources or designee shall make a job offer to an applicant. When the applicant accepts the job offer, the Employment Service Center, Division of Human Resources, shall inform the applicant where and when to report for Employee Orientation and final processing prior to reporting to the work site. The Employment Service Center, Division of Human Resources, shall assist the applicant in the completion of all personnel and payroll forms. The Employment Service Center, Division of Human Resources, shall make the necessary arrangements for physical, and/or medical examinations. If the applicant is filling a position determined to be safety



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sensitive, the medical examinations shall include drug screen. The examinations shall be scheduled and paid for by the City.

Upon completion of the employment process, the Data Management Section, Compensation Service Center, Division of Human Resources, is responsible for entering the pertinent information into the City of Memphis Payroll/Human Resources System. At the same time, the Data Management Section shall also distribute all personnel forms to the location indicated on the individual forms.