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OVERVIEW OF THE HIRING PROCESS

The Human Resources Division of the Administrative Services Department is responsible for the recruitment and selection process for all positions within the Placer County Water Agency (PCWA). Applications are only accepted for positions that are currently open.

The recruitment and selection process consists of a variety of screening measures designed to assess candidate qualifications in order to identify and hire the most appropriate candidate for a position. One or more of the following screening measures are typically used to assess candidate qualifications when filling a vacant position:

Application Screening

Application materials submitted by candidates in response to an open recruitment are reviewed and evaluated based upon the required qualifications of the position. Candidates whose background and work experience best match the position's requirements are typically invited to continue in the selection process.

Supplemental Application Questions

Supplemental application questions require candidates to provide responses to a small number of job-related questions designed to assess the necessary qualifications for the position. The questions typically ask the candidates to describe their related work experience, educational background, and training which would qualify them for the job. Responses to the questions are required, along with the employment application, by the final filing date.

Written Exam

Written exams prove an objective means of determining whether candidates possess the knowledge, skills, and abilities required by the position. The exam content is specifically related to the requirements of the position. Written exams typically follow a multiple choice format.

Performance Test

Performance tests simulate or replicate job tasks that the candidate would be required to perform if working as an employee in the position. The purpose is to ensure that the candidates possess the knowledge, skills, and abilities that are required by the position. Examples may include the ability to lift 50 pounds or the skill to operate various power tools and specialized equipment.

Oral Board Interview

An oral board interview is conducted by a panel of interviewers (typically 3 or 4 interviewers) in which candidates are asked a pre-determined set of job-related questions which measure the qualifications required by the position. Questions may assess technical knowledge, work experience, or education/training in order to determine the candidates' ability to perform successfully in the position.

Candidates who are successful in the selection process receive a score which is used to rank-order them along with the other successful candidates on an eligible list. This is a list of candidates who have been identified as qualified for the position. Those candidates who are being considered for hire would participate in the following steps in the hiring process:

Department Hiring Interview

The top candidates, based upon their score on the eligible list, are referred to the department with the vacant position. The hiring manager in the department with the vacancy interviews the top candidates and identifies the individuals best suited for the position.

Background and Reference Check

After a conditional offer of employment is made by PCWA and accepted by the candidate, a background and reference check process is completed on the selected candidate. The purpose of background and reference checks is to verify the candidate's employment history and determine overall suitability for employment.

Medical Exam

Following the receipt of satisfactory background and reference check information, the selected candidate is required to complete a pre-employment physical examination which is provided by PCWA at no cost. The purpose of the medical exam is to ensure that the candidate possesses the physical qualifications needed to perform successfully in the position.

Probationary Period

All newly hired employees complete a 12-month probationary period. The probationary period is considered the final phase of the hiring process and is used to evaluate the employee's work performance/conduct to ensure that it meets the job requirements and standards of the organization.