

## 4.1.2 - Recruitment Process

*Standard:* There shall be a comprehensive recruitment process to attract qualified personnel that is based upon established recruitment procedures with specific recruitment objectives that are reviewed periodically. It is understood that in certain cases an agency is required to handle its personnel through a state or local civil service merit system, and is, therefore, linked to that system in the recruitment of its park and recreation personnel. Agencies are obligated to comply with all applicable statutes and policy statements.

*Suggested Evidence of Compliance:* Provide recruitment procedures, recruitment objectives, and last review.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 404-406.

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### Agency Evidence of Compliance:

The Park District strives to attract highly-qualified applications for every position and desires to select employees who bring a combination of talent and passion to the Park District. The Park District's recruitment objectives include:

- To attract highly-qualified applicants with desired education and certifications,
- To attract applicants who possess a combination of talent and passion, and
- To encourage workplace diversity by following all applicable laws related to equal opportunity employment.

Procedures for Employee Recruitment<sup>1</sup> (which were created and last reviewed in September 2014 as evidenced by the Memo Regarding Recruitment Procedures Review<sup>2</sup>) are in place to request the filling of a vacancy as well as determine recruitment efforts that will be used to attract quality candidates. Staff use a variety of traditional recruitment techniques such as advertising positions online on the Park District's website<sup>3</sup>, advertising in the classified section of newspapers, or asking employees for referrals. The Park District also attends job fairs to help fill seasonal positions and has even held its own Job Fair<sup>4</sup> in the past. For specialized positions, staff will identify the most appropriate and effective methods to attract qualified applicants. For instance, the Park District frequently advertises openings for professional positions with the Illinois Park & Recreation Association<sup>5</sup>.

### Documentation:

1. [04.01.02\\_Procedures-for-Employee-Recruitment.pdf](#)
2. [04.01.02\\_Memo-Regarding-Recruitment-Procedures-Review.pdf](#)
3. link to [Current Job Openings on the Park District website](#)
4. [04.01.02\\_Job-Fair-Flyer.pdf](#)
5. Screenshot of Positions Advertised on IPRA Website (below)

Agency Self Assessment: MET



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Job Title	Agency	Salary Range	Closing Date
<a href="#">Aquatic &amp; Fitness Specialist</a>	<a href="#">Roselle Park District</a>	\$37,000-\$42,000	Open Until Filled
<a href="#">Recreation and Event Supervisor</a>	<a href="#">Village of Pleasant Prairie</a>	31802.68 - 39753.35	03/06/2015
Eastside Recreation Centre Program ...	<a href="#">City of Elgin</a>	56582	02/27/2015
<a href="#">Superintendent of Recreation</a>	<a href="#">West Chicago Park District</a>	\$60,000-\$72,000	03/16/2015
<a href="#">Summer Intern</a>	<a href="#">Lisle Park District</a>	\$8.25 per hour	Open Until Filled
<a href="#">Superintendent of Recreation</a>	<a href="#">Morton Grove Park District</a>	\$53,000 - \$74,000	03/13/2015
<a href="#">Lifeguard (part-time)</a>	<a href="#">Glenview Park District</a>	pay starts at \$9.00 ...	Open Until Filled
Recreation Supervisor Community ...	<a href="#">Milwaukee Recreation</a>	\$46,562 - \$67,517	02/27/2015
Recreation Manager of Adult Sports ...	<a href="#">Milwaukee Recreation</a>	\$59,211-\$85,903	02/27/2015
Recreation Supervisor (Lakefront, ...	<a href="#">Winnetka Park District</a>	\$36,000-\$40,000 ...	02/28/2015
<a href="#">Program Supervisor - Sports</a>	<a href="#">Park District of Oak Park</a>	\$42,123 or higher	Open Until Filled
<a href="#">Recreation Intern</a>	<a href="#">Glencoe Park District</a>	\$250.00 per week	Open Until Filled
<a href="#">Recreation Supervisor</a>	<a href="#">Village of South Elgin</a>	\$39,000	Open Until Filled
<a href="#">Director of Aquatics</a>	<a href="#">Timber Ridge Lodge</a>	Will discuss in ...	02/28/2015
<a href="#">Recreation Supervisor</a>	<a href="#">Salt Creek Park District</a>	\$32,000 - \$37,000	02/13/2015
<a href="#">Recreation Intern</a>	<a href="#">Morton Grove Park District</a>	\$8.75 per hour	02/27/2015
<a href="#">Recreation Intern - Summer 2015</a>	<a href="#">Park District of Oak Park</a>	\$275.00 per week	Open Until Filled
<a href="#">Program Supervisor - Early Childhood</a>	<a href="#">Park District of Oak Park</a>	\$42,123 or higher ...	Open Until Filled
<a href="#">Recreation Coordinator</a>	<a href="#">City of Bettendorf</a>	\$43,275.02	01/30/2015