

4.1.4 - Selection Process

Standard: There shall be comprehensive procedures for hiring personnel. The agency shall also have a role in determination of skills and the personal attributes required for positions.

Suggested Evidence of Compliance: Provide selection process procedures and evidence that procedures are being followed. The procedures shall include information about the purpose, development, validity, utility, fairness, adverse impact, administration, scoring, and interpretation of all elements used in the selection process.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 – Human Resource Employment, pp 408-414.

Agency Evidence of Compliance:

The Park District of Oak Park has procedures in place to guide the selection and hiring processes to address the variety of situations, including the hiring of a mix of full-time, part-time, and seasonal staff, as well as a mix of both new hires and rehires. As evidenced in the Procedures for Employee Recruitment¹, before advertising any position opening, the hiring supervisor has the ability to make adjustments and modifications to the position description, including the skills and personal attributes required, in order to fit current business needs. The position description then goes through a series of approvals before being posted as a job opening on the Park District's website.

The next steps in the hiring process are outlined in the Procedures for Applicant Selection and Hiring². All applicants for a position are reviewed, taking into consideration the skills, experience, and educational requirements listed in the job description. The interview process may include a mix of phone and in-person interviews. Questions developed for the interview processes are tailored to the job, but are standardized across all applicants for a position to ensure fairness. References are checked and other screening tests, ranging from skills tests to physical, drug, and various types of background checks, may be required in order to ensure that the candidate is well-suited and eligible for the position.

Documentation:

1. [04.01.04_Procedures-for-Employee-Recruitment.pdf](#)
2. [04.01.04_Procedures-for-Applicant-Selection-and-Hiring.pdf](#)

Agency Self Assessment: MET
