



POLICY AND PROCEDURE	
SUBJECT/TITLE:	New Hire Recruiting
APPLICABILITY:	All Staff
POSITION & DIVISION:	Fiscal Manager, Administration
DATE ADOPTED:	03/13/2017
LATEST EFFECTIVE DATE:	02/24/2026
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	02/24/2026
REFERENCE NUMBER:	800-017-P

A. PURPOSE

The intent of this document is to detail the process of recruiting employees for open positions.

B. POLICY

Canton City Public Health will carry out its recruiting and hiring processes in accordance with applicable federal, state and local laws and will provide equal employment opportunities to all applicants without regard to any protected status.

If approved to be filled (based on department need and budget), position openings that occur through resignation, retirement and/or the creation of new roles will be posted for a minimum of 14 days on designated agency bulletin boards and websites. During the job posting period, eligible employees who wish to apply for an open position may do so. The application shall be submitted based on the City of Canton’s Civil Service Commission (hereafter referred to as Civil Service) guidelines as instructed within the job posting.

In the event a vacancy for a same job classification/position becomes available within a one-year period, Canton City Public Health may select from the previous Civil Service list of applicants (if applicable) and is not required to re-post.

C. BACKGROUND

This policy supports Public Health Accreditation Board (PHAB) standards and measures of Domain 8, version 2022 for recruitment of individuals.

D. GLOSSARY OF TERMS

Certified Eligibility List: A list of the applicants for positions as certified by Civil Service and provided to the department for hiring consideration.

Civil Service Commission: The Commission prescribes, amends, and enforces rules for the classification of positions in the civil service of the city, city schools, and city health districts. The rules apply to appointments, promotions, removals, transfers, layoffs, suspensions, reductions, and reinstatements of all the above positions. The Commission also creates and enforces rules to ensure the standardization of these positions and maintain efficiency in them.

Closed Posting: The job position is only available to current employees of the City of Canton (also known as a closed examination).

LexisNexis: An electronic database for legal and public records information.

Open Posting: The job position is available to Canton City Public Health employees as well as the public (also known as an open examination).

E. PROCEDURES

1. RECRUITING TO FILL A POSITION

A. FULL TIME OR PART TIME POSITIONS

- a) Before the Personnel Request form (800-017-02-F_Personnel Request) is completed in order to recruit for and fill a job position, the Division Leader must review the position description for the position they would like to fill.
 - i) If the position description has not been approved within the last five (5) years, it is recommended it be reviewed/updated. The Division Leader or designee is responsible for following steps included in the [Position Descriptions policy \(800-019-P\)](#).
- b) The Division Leader shall complete Section #1 of the Personnel Request Form (800-017-02-F_Personnel Request) and e-mail the form to the Fiscal Manager.
- c) The Fiscal Manager completes section #2 of the Personnel Request Form and prints the form to give to the Health Commissioner. The Fiscal Manager attaches the most current position description.
- d) The Health Commissioner will approve or deny the request based on division need, budget availability and necessity. The completed form will be returned to the Fiscal Manager.
 - i) If denied, the Health Commissioner will detail the reason for the denial on the Personnel Request Form. A copy of the form will be provided to the Division Leader requesting the Personnel Request. The original form will be filed by the Fiscal Manager, to be maintained pursuant to the Department's Record Retention Schedule.
 - ii) If approved, the Fiscal Manager will complete the Job Posting Request Form (800-017-03-F_Job Posting Request) and the Health Commissioner will sign off and date the form.
- e) The Fiscal Manager will e-mail the completed Job Posting Request form along with the most current approved position description in Word to Civil Service and other City departments, as requested.
 - i) Once Civil Service receives this form, they will create a job posting based on the position description that was provided to them. Civil Service will post the job within two to five business days on [governmentjobs.com](#). CCPH hiring managers must review their respective job postings for accuracy as soon as they are posted and notify Civil Service immediately should there be errors. All potential candidates must apply for any Canton City Public Health job on [governmentjobs.com](#).
 - a. Advertising: The Workforce Development Coordinator and/or the Public Information Officer will create recruitment graphics for social media (i.e. Facebook) featuring the qualifications and duties from the position description. Other desired routes of advertising may take place (i.e., college websites, community centers, free job posting websites, newspaper, etc.) at the discretion of the requesting Division Leader and/or by the Workforce Development Coordinator. Efforts shall be made to advertise the position to the population in which the Health Department serves in order to recruit from qualified individuals reflective of the population demographics (i.e. advertising at community centers, sharing with community partners etc.).

Depending on the skillset required, Civil Service and/or the Workforce Development Coordinator will promote the open position in a variety of places that may include social media, Indeed, Handshake, websites of professional associations (OPHA, OEHA, AOHC, etc.), and any career fairs that the City or health department is attending at that time. Civil Service and the Workforce Development Coordinator also have 'contact cards' that they hand out at events, which provide a QR code to the City's job site. There may be other sites where Civil Service posts jobs, depending on the specific job.

If there are costs for advertisements and/or recruitment (i.e. career fair registration), the Workforce Development Coordinator or designee will follow the steps of the Purchase Request Policy (700-005-P).

- b. All jobs must be posted for a minimum of 14 days per Civil Service. A 14-day posting can be extended by Civil Service, if requested.
 - ii) Civil Service is responsible for tracking the minimum posting requirements.
- f) Once the job posting is expired, Civil Service reviews and scores all applicants based on the minimum qualifications listed in the position description. If there are more than 10 qualified applicants, Civil Service will perform oral interviews and/or relevant tests to score and rank candidates in which the top 10 candidates will be put on the Certified Eligibility List. If there are 10 or less qualified applicants, Civil Service will score applicants based on the order in which they applied. Canton City Public Health is then provided the result of the scoring on the Certified Eligibility List. Civil Service will move applicants to an online list that the Division Leader or designee can review in NEOgov.com with those corresponding to the Certified Eligibility List.
 - i) If Canton City Public Health does not agree with the scoring method that Civil Service selected for the job posting, it is Canton City Public Health's responsibility to provide an alternative option, prior to the job posting. Alternatives that Canton City Public Health has selected and developed previously include application scoring criteria based on education and work experience and developed written examination material to be administered by Civil Service.
 - ii) If Civil Service agrees with the alternative scoring method, they will incorporate it into their examinations. Civil Service will then apply the applicable bonus points to determine the final rating of each applicant, provided they obtained the minimum passing score.

B. SEASONAL POSITIONS

- a) Seasonal employees are not subject to Civil Service Hiring rules. So, while seasonal employees are still required to apply on governmentjobs.com, CCPH is able to hire any candidate they choose out of the list of all applicants for the position. Therefore, the recruiting and hiring process for seasonal positions goes through steps A through E as listed above, skipping step F, and then resuming below.

2. INTERVIEWING AND APPLICANT SELECTION

- a) Canton City Public Health will begin the interview process from the Certified Eligibility List and corresponding applications on NEOgov.com.

- i) The requesting Division Leader or designee reviews all applications. During review of the applications, the Division Leader shall verify if the applicants meet the minimum qualifications and credentials of the job position per the information provided. If the Division Leader or designee determines that an applicant does not meet the minimum qualifications and credentials of the job position, they should notify the Fiscal Manager or their designee who will contact Civil Service so that the candidate can be removed. The following are guidelines to accomplish this. The minimum qualifications and credentials that are not verifiable with provided information, but instead by searches, oral interviews, tests, etc., shall be assumed as being met until such time the applicant is selected per item E.3. below.
 - a) **Education/degree requirements:** These can be verified by review of a transcript (unofficial acceptable) or diploma that specifies the date and type of degree awarded that matches the requirements.
 - b) **Licensure/Certification requirements:** These can be verified by review of a copy of a Certificate/License that specifies the date awarded or by searching online licensing/certification board listings.
 - c) **Work Experience requirements:** These can be verified by contacting previous employers to confirm work history (work verifications) and/or by contacting work references.
 - d) **Skills and Competencies requirements:** These can be verified by conducting a written or oral test of the applicants' skills during or after Canton City Public Health interviews.
 - e) **Valid Driver's License:** A valid driver's license can be verified by performing a database search on LexisNexis search per item E.2.g-h below.
 - f) **Physical/Mental requirements:** These can be verified by oral or physical test interview. If a position requires a physical test, Civil Service should be consulted to determine if this can be completed by their agency during the application review/scoring process.
 - g) **Criminal record and background search:** These can be verified by performing background check per item E.2.g-h below.
 - i) The requesting Division Leader reviews and selects the applicants they wish to interview. Only applicants that appear to meet the minimum qualifications should be considered for interviewing.
 - ii) The Division Leader or designee is responsible to schedule the interviews.
 - iii) Interview scheduling should include some afternoon/evening times and dates on Saturdays, if needed, to ensure equitable access for interview candidates.
- b) Oral interviews should be conducted by a panel, consisting of at least two interviewers. All candidates should be interviewed by the same interviewers. Consideration of who could be interviewers include, but are not limited to:
- i) Immediate supervisor for the job opening.
 - ii) Division Leader, if not the same as the immediate supervisor.
 - iii) Workforce Development Coordinator.

- iv) Peer performing the same job as the job opening.
 - v) Another staff person to provide an outside perspective.
 - vi) An individual from an outside agency with specialized skills or knowledge around the role.
- c) Interviews must be conducted in a manner that is consistent with all interviewees as to prevent bias. For example, using the same list of questions for each interviewee.
- i) See 800-017-06-F_CCPH Base Interview Questions for an attachment of suggested general interview questions.
- d) Canton City Public Health interviewers shall ask the applicant if they want details of the available job position and be prepared to discuss them. Canton City Public Health Summary of Benefits (800-017-01-A_CCPH Summary of Employee Benefits) should be provided to each applicant.
- e) The interviewers should also explain the hiring process and the role of the Board of Health.
- f) The requesting Division Leader may meet with the Health Commissioner to go over the selected applicant(s) for hire.
- g) The Division Leader must complete the 800-017-04-F LexisNexis Search Request and provide to the Fiscal Manager or designee to receive the background information on a candidate before their name is on the Board of Health agenda for hire. In addition to LexisNexis, background checks used by Canton City Public Health may include, but are not limited to:
- i) Searches on civil and criminal court websites for counties and cities the applicant has lived or worked;
 - ii) A medical exam including a drug screen (reference Drug-Free Workplace Policy).
- h) The background check shall assist in the determination of any discrepancies as to criminal background compared to the application and interview information. People with a criminal background are eligible to be considered for hire at CCPH depending on the position and factors about the criminal charges (i.e. nature and severity of the crime, candidate's age at time of crime, amount of time since crime was committed, etc.). If the background check uncovers information that legally or operationally disqualifies the applicant, that applicant shall not be eligible for final selection.

Employment offer and Board of Health appointment

- a) Once the interview process is complete, the Division Leader should select their top applicant(s). It is recommended to have two applicants for consideration. This will avoid a delay in hiring in the event the top applicant does not accept the position after the Board meeting or should the top applicant accept the position and leave their position within their 90-day probationary period.
- b) The Division Leader or designee will contact the chosen applicants to discuss continued interest in moving forward and items such as offered salary and benefits' package in order to complete the 800-017-05-F_Employment Offer form, keeping in mind the negotiation requirements listed in E.3.d. below.
- c) Negotiation of starting wages and benefits:
- i) Canton City Public Health is not able to change the starting number of vacation days, sick days or insurance benefits, so they are non-negotiable.
 - ii) Vacation credit may be approved by the Board of Health per Health Code 207.18(h).

- iii) Sick Leave balance transfers may be approved by the Board of Health per Health Code 207.17(b).
 - a. The new hire is responsible for obtaining and sharing their letter of sick and/or vacation credit transfer to Administration.
 - 1. The letter must be from a government employer within the last 10 years denoting whether the employee was full-time or part-time, and must include their start and end dates as well as their sick time balance if applicable.
- iv) Since vacation time is non-negotiable, applicants that have pre-scheduled/prepaid vacation/trips may be offered unpaid personal leave as approved by the Board of Health per Health Code 207.11(c) or other leave options as approved. This should be documented on the Employment Offer.
- v) Any deviation in wages or salaries from the most current adopted wage and salary schedule, as approved by the Board of Health, must follow the Compensation Program (800-030-P) guidelines and also be approved by the Board of Health.
- d) The Division Leader will work with the Fiscal Manager to create an employment offer for the recommended applicant and the alternate applicant, if applicable (see 800-017-05-F_Employment Offer). The requesting Division Leader will complete as much of the Employment Offer as possible and then e-mail the form to the Fiscal Manager. The Fiscal Manager will complete any parts not completed by the Division Leader.
 - i) Once the Employment Offer is completed, the Fiscal Manager will print the Employment Offer and attach the most current approved position description. The Health Commissioner, the Fiscal Manager and the Division Leader will sign and date the offer.
 - ii) The Fiscal Manager will place the hiring of the applicant on the next Board of Health meeting agenda.
- e) Once the Board of Health approves either the recommended applicant or the alternate applicant, the employment offer will be made to the applicant.
 - i) The Division Leader will contact the Board approved applicant and make an employment offer. After the applicant accepts the offer, the Division Leader shall establish the start date and work schedule of the hired applicant, if not already discussed. After a start date and/or schedule is determined for the board-approved candidate, that is when the Onboarding Policy begins (800-007-P).
 - ii) The Fiscal Manager will email the hiring manager the Eligibility List where each applicant should be assigned a status: Interviewed (Selected), Interviewed (Not selected), Not interviewed, Withdrew/No Show. Once the list is complete, the Fiscal Manager will email it to Civil Service.
 - iii) If a candidate is not selected for employment, Civil Service will notify the candidate that they were not selected. To maintain the integrity of the Civil Service process, it is recommended that follow-up communication with potential applicants be done through Civil Service.
 - iv) For hired applicants, all applications and interview documents must be filed in their Employment File by the Fiscal Manager or designee. If an applicant is not hired, all applications and interview documents will be maintained by the Fiscal Manager or designee pursuant to the Canton City Public Health's Record Retention Schedule. Interview

documents include all notes, assessments, etc. It is the responsibility of the interviewers to provided documents to the Fiscal Manger or designee for filing or retention.

F. CITATIONS AND REFERENCES

Health Code 207.11(c), 207.17(b) and 207.18(h)

Canton City Public Health Record Retention Schedule

Writing Position Descriptions Policy 800-019-P

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Christi Allen, Fiscal Manager
2. Sean Green, VS Administrative Supervisor
3. Madisyn Smith, Workforce Development Specialist
4. Amanda Archer, Health Commissioner
5. Terri Dzienis, APC Administrator

H. APPENDICIES AND ATTACHMENTS

800-017-01-A_CCPH Summary of Employee Benefits

I. REFERENCE FORMS

800-017-02-F_Personnel Request

800-017-03-F_Posting Request Form

800-017-04-F_LexisNexis Search Request

800-017-05-F_Employment Offer

800-017-06-F_CCPH Base Interview Questions

J. REVISION AND REVIEW HISTORY

Revision Date	Review Date	Author	Notes
07/18/2018		Terri Dzienis	Added content to C.; updated E.1.e.i.A. to specify advertising minimums and in community centers; Inserted new item E.1.h.i. for qualification verification which renumbered the later bullets in E.1.h.; Inserted new item E.1.h.ii.a. which renumbered the later bullets in E.1.h.ii; Added clarification to E.2.e.ii., E.2.f., E.2.g. E.3.e.v.a., E.3.d.iv., E.3.d.v., and E.3.g.; revised E.2.e.iv.; added bullet E.2.f.ii.; Added content for qualification verification to E.3.a.; and Inserted new item E.3.b. for clarification which renumbered the later bullets in E.3.
08/25/2021		Christi Allen	Overhaul of entire policy.
11/19/2025		Amanda Archer,	Overhaul of entire policy.



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Canton City Public Health

All Staff

FINAL

		Ad Hoc Group	
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K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.