



# Chatham County, NC

## Legislation Text

---

**File #:** 21-3926, **Version:** 1

---

Vote on a Request to Approve the Chatham County Recruitment and Selection Policy in conjunction with the Chatham County EEO Policy

Action Requested: Approve the Chatham County Recruitment and Selection Policy effective immediately.

Introduction & Background: In accordance with Article I of the Chatham County Personnel Policy, the County has established a personnel system that will promote a fair and effective means of employee recruitment and selection, develop and maintain an effective and responsible workforce, and provide the means to remove unsatisfactory employees. This policy is established under the authority of N.C. GEN. STAT. §153A Article 5 and N.C. GEN. STAT. §126 of the General Statutes of North Carolina. The purpose of the Chatham County Recruitment and Selection policy is to ensure the recruitment and selection of qualified persons according to the merit principles of personnel administration and concept of affirmative action.

The creation and approval of a formal recruiting policy is also required by the State of North Carolina Office of State Human Resources for a “substantially equivalent” personnel system. Chatham County Human Resources hopes to obtain this by the end of this fiscal year in both areas - Recruitment, Selection, and Advancement and Classification/Compensation. The Recruitment and Selection Policy was created as part of the Chatham County Equal Employment Opportunity (EEO) Plan approved by the Chatham County Board of Commissioners on April 19, 2021.

The policy also includes the following supplemental documents:

- Sample Reference Check Form
- Structured Interview Guide for Hiring Managers
- Applicant Ranking Form
- Interview Question Template
- Educational Equivalencies Guide

Discussion & Analysis: The Recruitment and Selection Policy will be updated and revised periodically to reflect changes in federal and/or state anti-discrimination laws. This policy will be monitored by the EEO Officer and EEO Working Group in conjunction with Human Resources and Risk Management.

How does this relate to the Comprehensive Plan: Not applicable

Budgetary Impact: None.

Recommendation: Approve the Recruitment and Selection Policy effective immediately.

