

SUBJECT: CANDIDATE INVESTIGATION

I. PURPOSE

To provide a uniform procedure for acquiring information about the qualification and suitability of candidates for City employment.

II. SCOPE

This procedure shall apply to all candidates for employment, except candidates for public safety positions in the Police Department who shall be covered by a separate Department policy.

III. AMENDMENTS

This procedure may be amended by the City Administrator.

IV. AUTHORIZATION

By signature on their application for City employment, candidates authorize the City to make job-related inquiries relative to personal, educational, training, or experience backgrounds and contact prior employers. Current employers and references may also be contacted if the applicant has authorized this inquiry on Section 21 of his application.

V. RESPONSIBILITY

The respective Department director or his/her representative shall conduct confidential inquiries regarding the candidate's qualifications and background. The Human Resources Department shall conduct confidential inquiries for department head level positions as directed by the City Administrator.

VI. NATURE OF INVESTIGATION

All inquiries shall be job-related and relevant to the position for which the candidate is under consideration. The types of inquiries conducted will be dependent upon the functions and responsibilities of the position. Inquiries may be made by phone, letter, or personal interview. Reference requests made by mail should include a copy of the applicant's signed authorization on his/her employment application.

Possible sources of reference information include:

Previous/current employers, supervisors Job knowledge, skills, and personal references cited on application abilities, work history, performance, positions held, reason for separation, performance rating.

Department of Motor Vehicles ` Verification of drivers licenses held

Schools Academic status, degrees and performance

Professional organizations Professional standing, certifications, and competencies

Police records Misdemeanor/felony convictions relevant to job responsibilities and functions (arrest records may not be considered)

Work samples Job skills and abilities

VII. INTERPRETATION/CLARIFICATION

Questions about the intent or application of the policies should be referred to the Human Resources Director.

Authorized:
City Administrator Effective Date

SAMPLE LETTER TO PRIOR EMPLOYER

General Classifications

is under consideration for employment as a with the City of Lompoc. He/She has authorized the City to contact prior employers as part of the candidate evaluation process. A copy of his/her signed authorization is attached.

Your reply to the inquiries below would be greatly appreciated. Responses will be handled as confidential information. A return envelope is enclosed for your convenience.

Thank you for your assistance.

Sincerely,

I.M. Administrator Division Head

1. Date of Employment: From to
2. Job Title(s)
3. Monthly or hourly wages (most recent): \$ per
4. Job Duties:
5. Reason for leaving:
6. Would you rehire?

7. Performance Rating: Unsatisfactory Satisfactory Very Good

Job Skills " " "

Interpersonal " " "
Relations

Safety " " "

Supervisory " " "
Ability

Attendance " " "

8. Additional Comments:

Signature Date

Title

SAMPLE LETTER TO PRIOR EMPLOYER

Administrative, Professional and Management Classifications

is under consideration for employment as a with the City of Lompoc. He/She has authorized the City to contact prior employers as part of the candidate evaluation process. A copy of his/her signed authorization is attached.

Your reply to the inquiries below would be greatly appreciated. Responses will be handled as confidential information. A return envelope is enclosed for your convenience.

Thank you for your assistance.

Sincerely,

I.M. Administrator Division Head

1. Date of Employment: From to

2. Job Title(s)

3. Monthly Salary: \$

4. Job Functions:

5. Reason for Separation:

Below Standard Standard Above Standard

6. Technical Knowledge " " "

Comments:

7. Quality of Work " " "

Comments:

8. Quantity of Work " " "

Comments:

9. Interpersonal Skills " " "

Comments:

10. Written Communication Skills " " "

Comments:

11. Oral Communication Skills " " "

Comments:

12. Managerial or Supervisory Skills " " "

Comments:

13. Amount of Supervision/Direction Required:

Minimal Average Substantial

" " "

Comments:

14. Other: (strengths, weaknesses, etc)

Signature Date

Title