

The Selection Process For Regular/Benefitted Positions

The selection process is intended to narrow the applicant pool so that the hiring manager is provided a list of candidates that best meet the qualifications necessary to successfully perform the job. One or more selection processes may be used to narrow the group. Selection processes could include:

Application Screening

Applications are reviewed to ensure that the minimum qualifications are met. In some cases, in order to narrow the applicant pool, you may be required to complete supplemental questions as part of the application process. Supplemental questions drill down an applicant's knowledge, skill and ability as it relates to the position. Applications are screened and ranked based on responses to the questions.

Written Test

Written tests are used to assess your knowledge in an area needed to successfully perform the job for which you are applying. To prepare, read the job description on the job announcement, study the material you feel will directly or indirectly relate to the necessary knowledge, skills or abilities. Candidates passing the written test are typically invited to an interview exam.

Interview Examination

An interview panel composed of three or more persons evaluates how well you are prepared for the position. You will be asked a series of job-related questions, and the panel will take notes during the interview. Candidates will be ranked and rated based on their answers to the interview questions.

Department Interview

Typically the top five ranks from the interview examination will be referred to the hiring department for an interview. This interview is the final step and is used to assess workplace fit. The department interview is with the hiring manager and other employees that will work with the selected applicant. This is your opportunity to present your qualifications and describe how and why you are the perfect candidate for the job.

Reference Check

Applicants that are the most qualified and seem to provide the best job fit will be invited to participate in the reference check phase of the screening process. The hiring manager will contact the references you have supplied and/or prior supervisors to verify your qualifications and suitability for employment with the City of Roseville. After careful consideration of all candidates, the hiring manager will contact the selected candidate with a "conditional job offer" and establish a tentative starting pay rate and date. When an offer of employment is made, it is subject to job-related post-selection, pre-placement requirements.

Pre-Employment Testing

Once you have been selected and a conditional job offer is accepted, the next steps of the hiring process take place. Employment is contingent upon successful completion of pre-employment testing which includes but is not limited to the following:

- Criminal Background Check
- Driver's License Check
- Medical Examination
- Drug Screening
- Professional License or Education Verification

After you have met all pre-employment requirements, a hire date will be set, and you will be provided with a written final job offer.