



RECRUITMENT & SELECTION PROCESS

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CITY OF NEWARK

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GENERAL INFORMATION



This brochure provides information on the recruitment and selection process at the City of Newark.

- ◆ Job Announcement
- ◆ How to Apply
- ◆ Selection Process & Application Review
- ◆ Notification
- ◆ Testing and Interview
- ◆ Testing and Interview
- ◆ Department Interview
- ◆ Conditional Offer of Employment
- ◆ Final Offer of Employment
- ◆ Probationary Period

1. Job Announcement:

Job announcements can be found on the City's website, www.newark.org/departments/human-resources/employment-opportunities and on the CalOpps job board, www.calopps.org/city-of-newark

2. How to Apply:

All applications are submitted through CalOpps.org. Review the job announcement to determine what documents are required. Applications submitted by the final filing date will be reviewed. Applications are only accepted for open positions with the City of Newark.

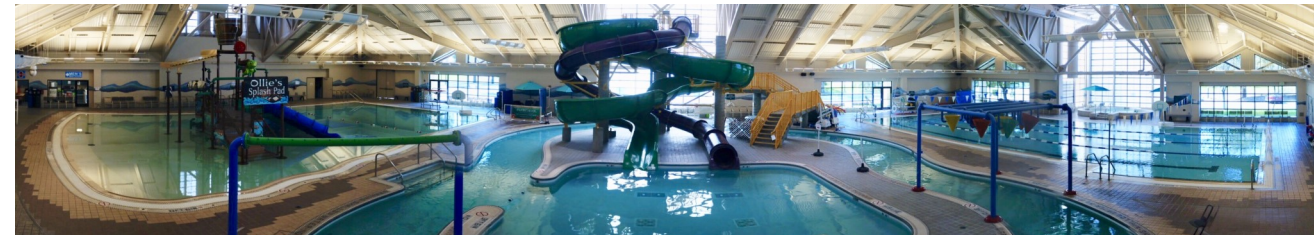
3. Selection Process & Application Review:

The Human Resources Department staff reviews all applications for compliance with the minimum qualifications that are listed on the job announcement. The most qualified applicants who meet the minimum qualifications will be invited to continue in the exam process.

Applicants who do not meet the minimum qualifications will be notified and will not continue in the selection process.

4. Notification:

All applicants will be notified of their application status.



5. Testing and Interview:

The examination phase may include any combination of the following: oral board interview, practical exercises, and written examination.

6. Eligible List:

Candidates must pass all phases of the examination process to be placed on the eligible list. Candidates are placed in alphabetical order on the Eligible List. The list is certified by the Human Resources Department to the hiring department for further consideration. The Eligible List is effective for six months but can be extended for up to two years.

7. Department Interview:

The hiring department selects candidates from the Eligible List for a department interview.

Applicants who do not meet the minimum qualifications will be notified and will not continue in the selection process.

8. Conditional Offer of Employment:

The selected final candidate will be contacted by the Department for a conditional offer of employment. They will be required to sign a conditional offer of employment letter. After the letter is received by the City, the candidate will need to successfully pass a background check; including fingerprinting and a pre-employment physical exam. Depending on the position, additional backgrounding may be required.

9. Final Offer of Employment:

Once the background information is completed, the Department will contact the candidate to make a final offer of employment. The candidate will be required to sign the final offer of employment letter and return to the City.

10. Probationary Period:

The probationary period is used to evaluate the work performance and to ensure that all job requirements are met. Depending on the position, the probationary period is 6 to 18 months. Regular evaluations are made during this period. An employee may be released from employment for any reason during the probationary period.