



# City of Newark

## Recruitment & Selection Process

### General Information:

This brochure provides information of the steps in the recruitment and selection process at the City of Newark. The recruitment and selection process consists of the following:

- Applications/Job Announcements
- How to Apply
- Selection Process & Application Review
- Notification
- Testing and Interview
- Eligible List
- Department Interview
- Appointment
- Probationary Period

### 1. Applications/Job Announcements:

Applications and job announcements can be found on the City's website, [www.newark.org/departments/human-resources/employment-opportunities](http://www.newark.org/departments/human-resources/employment-opportunities) or on CalOpps job board, [www.calopps.org/city-of-newark](http://www.calopps.org/city-of-newark)

### 2. How to Apply:

To apply, please submit a City of Newark Employment Application. A cover letter and resume that lists your employment history, skills and qualifications for the position may be included with the application. If a resume is submitted, please do not refer to the resume in lieu of fully completing and signing the application. Applications submitted by the final filing date will be eligible for the selection process. If the instructions requires you to apply via CalOpps, visit the link provided. Applications are only accepted for open positions with the City of Newark.

### 3. Selection Process & Application Review:

The Human Resources Department reviews eligible applications for compliance with the minimum qualifications that were listed on the job announcement. Applicants who do not meet these minimum qualifications will not have further consideration in the process.

Applicants who do meet the minimum qualifications are reviewed and those that most closely match the requirements of the job are invited to participate in interviews or other selections process activities.

### 4. Notification:

You will be notified of your application status within several weeks after the final filing deadline for the position.

### 5. Testing and Interview:

Depending on the type of position, the selection process may include any combination of the following: skills, knowledge and/or performance testing, oral board interview, and performance examination.

**Skills/Knowledge/Performance Testing** - You should expect to spend between 1 - 3 hours in this examination. The exam will be based on skills related to the job and may consist of multiple choice, true/false, fill-in, or essay items. You should research the position by reviewing the job announcement to determine the knowledge, skills, and abilities required. The City does not offer practice tests. However, a variety of test booklets can be found at libraries or bookstores.

**Oral Board Interview** - This interview will be conducted by a panel of subject-matter experts, known as assessors. You can expect two or more assessors on the oral board. Interview questions are standardized, most often situational, and always job-related. In preparing for your oral board

interview it will be helpful to remember the following:

- Research the position by reviewing the job announcement to determine the knowledge, skills, and abilities that may be evaluated.
- You may be asked to describe your education, work experience, and training, and explain how it has prepared you for the position.
- You should expect to spend between 20 and 60 minutes in the oral board interview.

**Performance Examination** - A performance examination is designed to measure your ability and skill in performing job-related duties. Typical performance examinations are computer proficiency exams, demonstrations of physical agility (e.g., for public safety positions), and other work-related exercises. It is recommended that you dress appropriately for the ability or skill you will be asked to demonstrate.

#### 6. **Eligible List:**

Candidates who are successful in the examination process are placed on an Eligible List in bands. The bands are Outstanding, Well Qualified and Qualified based on candidates total score. The total score consists of a % of each examination to equal 100%. Once a band is established candidates are listed in alphabetical order within the band. The Eligible List is then certified by the Human Resources Department to the hiring department for consideration. Unless otherwise noted, candidates must be successful in all phases of the examination process in order to be placed on the Eligible List for a position. The hiring department then selects candidates from the Eligible List to invite to a department interview. The Eligible List is normally effective for 6 months but can be extended for up to 2 years.

#### 7. **Department Interview:**

The hiring department selects candidates from the Eligible List to invite to the department interview phase of the selection process. If invited to a department interview, you may expect to meet with the Director of the hiring department, or his or her designee. The department Director makes a recommendation to the City Manager based on the results of the department interview. If you are not recommended or not selected for appointment to a position, your name will be returned to the Eligible List for future consideration, should the need arise.

#### 8. **Appointment:**

If recommended by the department Director for appointment to a position, you may be asked to complete and submit a "Pre-offer Information

Release Authorization" form, which allows the hiring department to verify the information you provided in your application and supporting documentation. The background investigation includes fingerprinting and, for certain positions, may be contingent on a credit check and polygraph as well.

Once the background information is verified, the department may contact you to make a conditional offer of employment. The conditional offer of employment is normally contingent on the successful completion of a City-paid pre-employment medical examination and, for certain positions such as public safety, may be contingent on drug testing or psychological testing as well.

Once the specified conditions are satisfied the department Director may make a final offer of employment. You should not resign from your current position until you receive a final offer of employment from the City of Newark.

#### 9. **Probationary Period:**

As part of the selection process, the probationary period is used to evaluate the work performance and conduct to ensure that it meets the job requirements. The probationary period is 6 to 18 months, depending on the position. Regular evaluations are made during this period. An employee may be released from employment for any reason during the probationary period.



**City of Newark**  
**Human Resources Department**  
37101 Newark Blvd, 4th Floor  
Newark, CA 94560

Website: [www.newark.org](http://www.newark.org)  
Email: [HR@newark.org](mailto:HR@newark.org)  
Phone: (510) 578-4267  
Fax: (510) 578-4259

Revised: December 1, 2018