



HIRING TOOLKIT: Job Applications, Advertising and Job Descriptions



HIRING TOOLKIT

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HIRING TOOLKIT

SERIES WEBINARS

Veterans Preference Act and Candidate Screening

- Feb. 14, 11 a.m.

Interviewing

- Feb. 28, 11 a.m.

Reference Checks, Background Checks and Pre-employment Testing

- March 13, 11 a.m.

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HIRING TOOLKIT

TODAY'S TOPICS



1. Importance of accurate job/position descriptions as a basis for effective advertising and recruitment
2. Tips for advertising open positions, and traps to avoid
3. Elements to include on and drop from job applications

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POSITION DESCRIPTIONS

HIRING TOOLKIT

IMPORTANCE OF THE POSITION DESCRIPTION

- Defines expectations of position for employee and employer
- Defines essential functions, minimum qualifications of position
- Provides basis for determining categories for Veterans Preference Act 100-point competitive scale
- Provides baseline objective criteria for performance evaluation

POSITION DESCRIPTION

POSITION: CUSTODIAN

REPORTS TO: FACILITY MANAGER

STATUS: FULL TIME, NON-EXEMPT

BASIC FUNCTIONS/PURPOSE

Under the direction of the Facility Manager the Custodian cleans and maintains the MCI building and grounds and assists with meeting room arrangements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- General office cleaning, including restrooms, floor care and windows
- Arrange and rearrange tables, chairs and equipment for meetings
- Carpet cleaning, refinishing and preventative care of hard surface floors
- Replace light bulbs
- Moving office furniture, equipment and supplies
- Remove garbage and recyclables from the building and grounds
- Grounds Care including: mowing, raking, landscaping and snow removal
- Perform minor repair and service of building, grounds and maintenance equipment.
- Perform routine building maintenance activities such as, painting, plumbing and electrical work.
- Act as the backup to the Facility Manager for the security and life-safety systems
- Operate the Energy Management System
- Assist with workstation and office reconfigurations and remodeling projects
- Assist with building equipment inspections and service
- Assist with on-call services and/or emergencies.

MINIMUM TRAINING, EXPERIENCE AND QUALIFICATIONS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Required: High school diploma or equivalent. Experience in building maintenance or grounds care. Pass a criminal background check

CREATING A POSITION DESCRIPTION



- Conduct a job analysis
 - Gather information from employees
 - Observe how tasks are performed
 - Collect info on similar jobs from other resources
- Evaluate and organize the data

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STANDARD COMPONENTS

- Essential functions of the job
- Minimum training and experience
- Knowledge, skills and abilities



SLIDE 8

ESSENTIAL FUNCTIONS



Functions may be essential if:

- Job exists to perform the function
- Limited number of employees available to perform the function, or are only a few workers among whom the function can be distributed
- Function is highly specialized, and the individual in the position is hired for his or her expertise or ability to perform the particular function

SLIDE 9

MINIMUM TRAINING AND EXPERIENCE

- Classification:
 - Licensure
 - Educational degree
- Specific measurable attributes:
 - Typing 50 words per minute
 - Years of experience working in a profession or field



SLIDE 10

KNOWLEDGE,
SKILLS,
ABILITIES



Examples include:

- Communication
- Organization
- Writing
- Collaboration
- Time Management
- Leadership

OTHER
SECTIONS



Fair Labor Standards Act classification



Remote or in office work



Reporting structure/
supervisory
responsibility



Physical
demands of
job



Travel



Working
conditions



BEST
PRACTICES :
POSITION
DESCRIPTIONS

SLIDE 13

- Create (or revise) position description prior to advertising for the position
- Ensure that essential functions reflect actual requirements
- Be cautious about revising essential functions and standards after advertising the position
 - Avoid the perception of intentional discrimination

POSTINGS,
ADVERTISEMENTS,
RECRUITING MATERIALS

HIRING TOOLKIT

POSTING, ADVERTISING OPEN POSITIONS

SLIDE 15



- No legal requirement to post or advertise open positions
 - Important: Check collective bargaining agreements, internal policies or practices
- **Best practice:** Post and advertise open positions

HIRING TOOLKIT

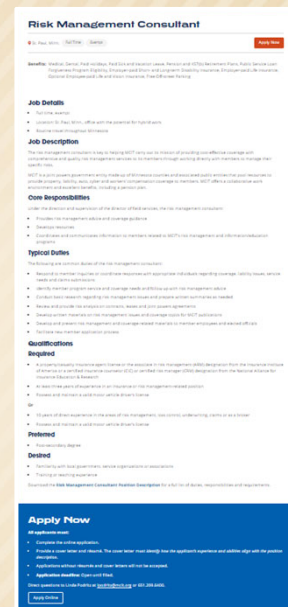


WHAT TO INCLUDE IN ADS

SLIDE 16

Ads should include:

- Brief description of position and organization
- Essential functions of job
- Minimum required qualifications





OTHER INFORMATION TO INCLUDE

SLIDE 17

Apply Now

All applicants must:

- Complete the online application.
- Provide a cover letter and résumé. The cover letter must *identify how the applicant's experience and abilities align with the position description.*
- Applications without résumés and cover letters will not be accepted.
- **Application deadline:** Open until filled.

Direct questions to Linda Podritz at lpodritz@mclt.org or 651.209.6400.

[Apply Online](#)

- How to apply:
 - To whom to send application materials
 - Who to contact for more information
 - Deadline for applying
- Who to contact to request reasonable accommodation to complete application
- Equal opportunity employer statement



POSITION-SPECIFIC INFORMATION

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- Whether pre-employment drug, alcohol, cannabis testing is required
- Whether criminal or other background check is required



INFORMATION
NOT TO
INCLUDE IN
ADS

SLIDE 19



Do not include:

- ✘ Statements regarding job security, career opportunities, permanent employment
- ✘ Any preference, exclusion based upon protected class status

PROTECTED
CLASSES

SLIDE 20

- Race (including traits associated with race)
- Color
- Creed
- Religion
- National origin
- Sex
- Marital status
- Public assistance
- Disability
- Familial status
- Sexual orientation
- Gender identity
- Age
- Local human rights commission activity
- Pregnancy
- Genetic information

NATIONAL ORIGIN

SLIDE 21

Avoid

- “Must be U.S. citizen or have green card”
- “Must have green card”
- “English must be your first language”

Alternatives

- “Successful applicants must show proof that they can legally work in the U.S.”
- “Ability to communicate effectively in written and spoken [language].”

AGE

SLIDE 22

Avoid

- “Young” or “youthful”
- “No more than [X] years of experience”
- “Supplement your retirement income”
- “Great opportunity for student”

Alternatives

- “Cutting edge IT Department looking for energetic person with innovative ideas”
- “Flexible schedule”
- “Great opportunity to learn basic skills”

DISABILITY

SLIDE 23

Avoid

- “Seeking able-bodied individual”
- “In good health”

Alternatives

- “Routinely moves equipment weighing up to 50 pounds”
- “Requires frequent movement between job sites”

GENDER

SLIDE 24

Avoid

- “Great opportunity for stay-at-home mom”
- Gender specific titles

Alternatives

- Avoid mention of gender, even if intention is to encourage underrepresented group to apply
- Consider using gender-neutral position titles where possible

EFFECTIVE ADS



- Focus on what applicants want to know
- Be concise and specific
- Make it easy to read
- Share organizational values and culture
- Use search-friendly terms and keywords

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RECRUITING STRATEGIES



- Develop an employment opportunities or career page online
- Create effective job advertisements and postings
- Make the application process easy to access and complete
- Advertise and post where your applicants may be

SLIDE 26

EMPLOYMENT APPLICATION

HIRING TOOLKIT

BENEFITS OF A STANDARD APPLICATION



- Collects same information from all applicants
- Informs applicant about his/her legal rights
- Includes authorization for release of information and waiver of liability

SLIDE 28



BEST PRACTICES : EMPLOYMENT APPLICATION

SLIDE 29



- Periodically review employment application
 - Does it comply with the law?
 - Does it meet your needs as a public entity?

MINNESOTA GOVERNMENT DATA PRACTICES ACT

SLIDE 30



- Data collected on employment applicants is private, unless specifically classified in statute as public
- Public data on applicants:
 - Veteran status
 - Relevant test scores
 - Rank on eligibility list
 - Job history
 - Education, training
 - Work availability

TENNESSEN WARNING

- Purpose, intended use of data requested
- Whether individual may refuse to supply or is legally obligated to supply requested data
- Any known consequences of supplying or not supplying data
- Identity of others authorized to receive data



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VETERANS PREFERENCE ACT

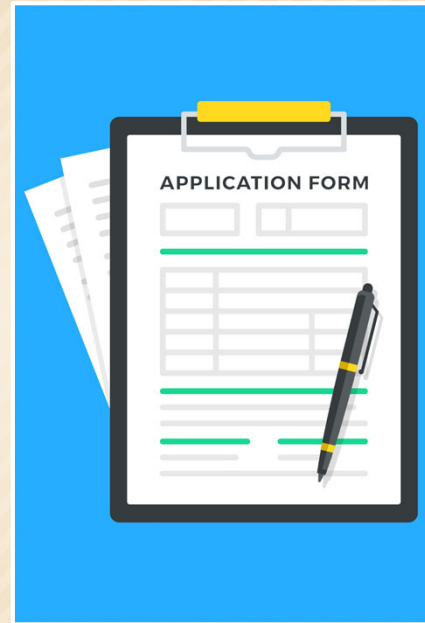


- Notify applicants of availability of preference points
 - Request for points may be done on a separate form

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GATHER APPLICANT INFORMATION

- Name
- Address, contact information
- Education
- Employment history
- Skills, knowledge, abilities
- Relevant licenses, specialized training, certifications



INFORMATION NOT TO REQUEST

Do *not* ask for:

- ✘ Information related to protected class status
 - Date of birth
 - Citizenship
 - Graduation date
- ✘ Social Security number
- ✘ Maiden name
 - Can ask if candidate is/has been known by another name
- ✘ Past workers' compensation claims



ADDITIONAL
PROHIBITED
INFORMATION

SLIDE 35



Do *not* ask about:

- ✘ Discrimination claims against past employers
- ✘ Prior sick leave use
- ✘ Need for reasonable accommodations to perform the job
- ✘ Participation in a strike
- ✘ Membership in National Guard or Reserves, if intent to discriminate

CRIMINAL
RECORD
PROHIBITED

SLIDE 36

- ✘ Generally, *cannot* inquire about, consider applicant's criminal record
 - Until applicant is selected for interview
- Can include language:
 - "Criminal background checks will be completed for all interviewees"
 - "Criminal background checks will be completed for all finalists"



PAY HISTORY PROHIBITED

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- ❌ Generally, *cannot* ask about pay history for purpose of determining:
 - Wages
 - Other compensation
- Applicant may voluntarily, without being asked or prompted, disclose pay history



- May provide information to applicant about wages, benefits, compensation
- May ask about applicant's expectations related to pay

USE OF CONSUMER REPORT DISCLOSURE

SLIDE 38



- State and federal law notice, disclosure requirements for using consumer reporting agency to conduct background checks
 - Minnesota law: Must include disclosure in or accompany any written job application if employee has one
 - Federal law: Must be a standalone document

OTHER
INFORMATION
TO INCLUDE



- How to request reasonable accommodation to complete application or for an interview
- Equal opportunity employer statement
- Inform that the application is not intended to and does not create a contract or offer of employment

CERTIFICATION
AUTHORIZATION
RELEASE

- Certification that information is true and correct
- Authorization to contact former employers, references, etc.
- Liability release

