

**THE MUNICIPALITY OF GROVEPORT, OHIO
CODE OF PERSONNEL PRACTICES AND PROCEDURES**

EVALUATION OF APPLICANTS

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POLICY

Appointments in the Municipality shall be made according to merit and fitness, as to be ascertained, as far as practicable, by competitive examination.

PROCEDURE

- A. A review of all bid forms or applications shall first be made to determine which applicants possess the minimum job-related qualifications as stated on the classification specification (e.g., minimum licenses, certifications, experience, etc.). If a civil service test is to be administered, only those who meet the minimum qualifications may participate.
- B. Upon determination of which applicants meet the minimum job-related qualifications, the applicant's knowledge, skill, and ability to perform the essential functions of the position shall be considered. Applicants may be required to submit to any or all of the following: reference checks, background checks, job-related performance tests, interviews, and other job-related procedures.
- C. In the evaluation process for police officer applicants, five (5) additional points shall be added to the applicant's raw score for military veterans and reserve police officers when establishing an eligibility list for the same.
- D. The Municipality shall normally use the Rule of 3 when appointing off an eligibility list.
- E. Qualified applicants may be eliminated from consideration for a position if the applicant:
 - 1. makes a false statement of material fact on the employment application or other hiring documents;
 - 2. has committed or attempted to commit a dishonest or fraudulent act at any stage of the selection process;
 - 3. is an alien not legally permitted to work;
 - 4. has previously been terminated for just cause, except in unusual circumstances to be determined by the Employer;
 - 5. has been convicted of a felony or a crime involving moral turpitude;
 - 6. is addicted to drugs and alcohol;
 - 7. has a pattern of poor work habits and performance with the current or previous employer; or

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8. has been guilty of infamous or notoriously disgraceful conduct.

If an applicant is hired and it is subsequently discovered that one (1) of the above disqualifying criteria apply, the employee may be disciplined or discharged as provided in this code.

- F. Upon selection of a preferred candidate, the Employer may inquire whether the candidate requires an accommodation to perform the job. The Employer will not classify a candidate who requires an accommodation as unqualified because the candidate requires an accommodation. However, if the Employer cannot provide a reasonable accommodation, or the only accommodation that could be made would cause undue hardship to the Employer, the candidate may be considered unqualified.
- G. The Employer shall maintain a record keeping system reflecting the disposition of all job applicants and the reasons for hiring or not hiring an applicant. Such records shall be kept on file for at least two (2) years and shall include a completed job application, medical examination data, test results, and/or any other job-related information.

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