



## **Santa Fe County Employment Recruitment Process**

### **Policy**

*It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, political affiliation, or spousal affiliation. In addition, the County endeavors to comply with state and federal law pertaining to equal opportunity. Through the procurement process, the County also endeavors to encourage those who do business with the County to practice equal employment opportunity. Any and all violations of the Equal Employment Opportunity policy must be immediately brought to the attention of the Human Resources Director.*

### **Process**

1. Santa Fe County will begin the recruitment process by posting open jobs on our County bulletin boards and on our County website. Some job postings are advertised in various publications such as local newspapers. Jobs can be open for a period ranging from three days to open until filled.
2. Once the job closes, the HR Division will screen all applications received by the deadline to determine if applicants meet the minimum qualifications of the job. Applicants who do not meet the minimum qualifications will be notified by mail or email if they submitted their application online. This process will be completed within three working days from the closing date of the job.
3. Once a List of Qualified Applicants Form is generated by the HR Division, the hiring department/elected office will receive the list and begin conducting interviews with selected applicants that meet the minimum qualifications of the job. Applicants who have met the minimum qualifications but are not selected for an interview will be notified by mail or email if they submitted their application online. This process will be completed within 15 working days from the date the hiring department/elected office receives the List of Qualified Applicants Form.
4. The HR Division will then make a contingent offer of employment to the selected candidate and inform the candidate of the background and pre-employment screening process that will take place. The average time for this process is approximately 7 working days.
5. Once the background and pre-employment screening process has been successfully completed, the applicant will be contacted and a start date will be confirmed.