Hiring Policy

Limited Part-time or Seasonal
(600-1039 hours annually)
Approved by Council June 14, 2005

1. Notice of Intent to Hire. 2 weeks listing in the Stoughton Courier Hub and/or Shopper.

2. Completion of Application Form. All interested parties must complete and submit an application form by the application deadline to be considered.

3. Screening Process. Applications are paper screened by the Department Head or designee. Testing may be used; Clerk's staff will be available for support. Testing is also offered through the State Department of Administration. Review of application form with emphasis on:

   A) Past working experiences.
   B) Past experiences directly relating to the job.
   C) Education.
   D) Attained job related skills.
   E) Certifications or licenses.
   F) School district resident.

4. Reference Check. Depending on the responsibility of the position, and if time allows, do a reference check, and also contact past employers for their job evaluations.

5. Interview the top final candidates. Interview panel is optional. Provide the candidate with information pertaining to job:

   A) Duration of employment.
   B) Wages.
   C) Duties and Responsibilities.

   Attempt to establish:

   D) Job suitability.
   E) Conversational ability.
   F) Emotional maturity.
   G) Responsibility.

6. Offer Position(s) to Individual(s) Selected.

7. Notice to individuals not selected.

8. Orientation and Training.
   Provide new employee with the following information:

A) Job Description.
B) Seasonal Employee Handbook (Complete sign off form)
C) Time Sheets.
D) Pay Periods.
E) Procedures.
F) Point out physical facilities: rest rooms, water fountain, pop machine, mailbox, copy machine, etc.
G) Job responsibilities.
H) Dress and appearance.

9. Completion and Submittal of Forms.
   A) W-4.
   B) WT-4
   C) Drivers License.
   D) Social Security Card.
   E) Work Permit. (If under 18 years)
   F) Employment Eligibility Form.
   G) Direct Deposit Enrollment Form

   The above forms must be completed within 3 days of hire.

13. The City of Stoughton is an affirmative action and equal opportunity employer. AA/EOE.