



SHASTA COUNTY TYPICAL RECRUITMENT PROCESS

APPLICATION TO HIRE



1) SUBMIT APPLICATION

Applications must be submitted before the final filing date of the recruitment. To find out about new recruitments in your area of interest - subscribe via our career page - www.ShastaCountyCareers.com.

2) APPLICATION SCREENING

After the final filing date, representatives of the hiring department and Personnel will screen all applications to set criteria.



3) PRE-QUALIFICATION REVIEW

This process varies dependent on department need and number of applications received. This process can include written exams, physical agility (safety), and/or panel interviews.



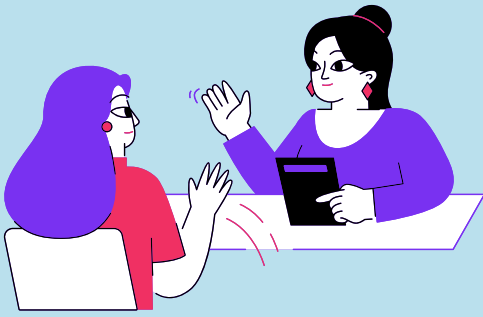
4) ELIGIBLE LIST

Candidates who pass all pre-qualifications steps are placed on an eligible list. Eligible lists are referred to the hiring department for consideration. Eligible lists can continue to be used for additional vacancies for up to two years. Eligible lists can be closed dependent on list creation date, number of candidates available, and department need.



5) HIRING REVIEW

Once an eligible list is referred to the hiring department, they have broad discretion how they move forward. While this will often include additional steps, such as a hiring interview, candidates may not receive additional contact from the hiring department.



6) FINGERPRINTING & BACKGROUND

If selected by the hiring department to move forward into background, they will make a conditional offer requiring completion of fingerprint and background.



7) PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN

Once the background process is complete, the hiring department will make a conditional offer requiring completion of a pre-employment physical and drug screen.

8) ONBOARDING

After clear results are received from the pre-employment physical, the hiring department will make a final offer and determine a start date. Personnel will set up a meeting to review new hire information and benefit enrollment.



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