

Town of Hamden
Civil Service Hiring Process

1. A Department Head begins the recruitment process by completing a Request to Fill (RTF) form, and submitting it to Human Resources with any supporting documentation.
2. The RTF will be brought to the next Civil Service meeting (unless otherwise stated) to open a recruitment process.
3. With approval from the Commission, Human Resources will prepare a Job Announcement for the vacancy.
4. Internal Job Announcements will be posted to the specific Union of said vacancy, and applications will be accepted for one (1) week.
5. If there are less than three (3) applications received by the closing date, the position will be open to all Town Unions and all employees of the Town of Hamden for one (1) additional week.
6. All internal applications will be presented to the Civil Service Commission at their next meeting. Each application will be evaluated based on the minimum qualifications stated in the Job Description. The Civil Service Commission determines the status of each applicant by voting to accept or reject the application based on said criteria.
 - If LESS THAN three (3) qualified candidates are received, the position will be posted externally for an additional 3-4 weeks as an Open/Competitive recruitment to the public.
7. If any three (3) applications received do MEET minimum qualifications, the Civil Service Commission can certify an Eligibility List.
8. If LESS THAN three (3) qualified candidates, the Department Head has the **option*** of accepting the names for an Eligibility List or re-posting the vacancy for further recruitment.

*The Appointing Authority may select a candidate to fill the vacancy from an Eligibility List with less than 3 names

9. If MORE THAN three (3) qualified candidates, a test must be conducted. All exams will be administered according to Civil Service exam procedures:
 - Civil Service Examinations may be Oral or Written (or both). Large recruitments usually require a written test due to the number of qualified applicants to be tested. Smaller applicant pools can be scheduled for Oral Exams based on the knowledge, skills and abilities for the position.
 - Examinations will be scheduled upon the availability of the panel members and/or testing company.
 - The recommended three (3) person panel will comprise of: (1) Panel member with job expertise (Non-Union affiliated), (2) a Human Resources representative, and (3) a Civil Service Commissioner.
 - Invitations to test will be sent from Human Resources to all qualified applicants.
 - Written exams will be scored by Human Resources or scores will be provided by a testing company

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- Oral Panel scores will be received in Human Resources from the panel members
 - Exams results will be compiled by Human Resources, and presented at next Civil Service Meeting. Veterans' points and/or seniority credits will be added to create a final score (with proof of status at time of application).
10. After compiling the final scores, all passing scores will be ranked on an Eligibility List by their final score. Please note: Eligibility Lists are also created when there are less than four (4) eligible candidates.
 11. Human Resources will notify all applicants of their exam results and their rank on the Eligibility List by letter and/or email.
 12. Once an Eligibility List is created, it must be certified by the Civil Service Commission at their next meeting.
 13. To begin conducting interviews, the Department Head is required to submit a written request to Human Resources obtain three (3) names from the Eligibility List. Human Resources will move down the Eligibility List chronologically by rank.
 14. Once the Department Head selects a candidate, they are required to inform Human Resources of their selection.
 15. Human Resources will prepare an Offer Letter to the candidate, and will provide a copy of the Offer Letter to the Department Head.
 16. The Civil Service Commission will review and certify the Eligibility List in six (6) month intervals, to a maximum of two (2) years, with prior notice and approval from the Department Head.
 - Human Resources will notify the Department Head when a list is set to be re-certified or expired.