

CITY PERSONNEL POLICY

REPLACEMENT OF CANDIDATES REFERRED

Policy # 26-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

The purpose of this policy is to provide consistency regarding the criteria for rejecting a candidate whose name has been referred on a "Candidates For Interview" (CFI) form, and replacing such candidate with another candidate's name.

The following shall be the policy in the event that a department director wishes to reject a candidate or candidates and request additional name(s):

1. Upon request by the hiring department, the names of those candidates who could not be contacted (despite proper efforts), or who "decline the appointment" (23-233) shall be replaced by the Personnel Director. Also, the Personnel Director shall replace the names of any candidates who decline to interview or fail to show up for a scheduled interview.
2. Upon a showing by the hiring department that any candidate does not meet essential objective criteria of the job description (e.g., candidate has lost required license), or that the candidate does not meet the special qualifications pre-approved by the Personnel Director, the candidate's name will be replaced by the Personnel Director.
3. If a hiring department wishes to replace a name for any other reason, such reason must be documented, in writing, to the Personnel Director. Such reason must directly relate to the specific job and must be informative as to exactly why the candidate is being rejected. General responses such as the candidate is "unacceptable" or "not qualified" will not be considered as an appropriate basis for rejecting a candidate. After consideration of all relevant factors, the Personnel Director may replace a name or names. In no event shall a name be replaced if, in the discretion of the Personnel Director, such a replacement would result in the merit system being manipulated for the purpose of getting to a certain individual on the list of eligibles.