

Administrative Regulations
City of Iowa City
Title: Employment Interviews Policy
Effective Date: 10/1/18 Page: 1 of 1
Supersedes: N/A A.R.: N/A Dated: 10/1/18



I. Purpose

The following represents a policy outlining the requirements for conducting employment interviews.

II. Policy

The City is committed to utilizing sound, fair, defensible and consistent hiring practices. Conducting thorough interviews relevant to the position with a balanced interview team is essential.

All initial interviews for permanent positions should be conducted by an interview team. Use of interview teams, rather than one on one interviews, allows for a more thorough and well-rounded evaluation of candidates. It also serves to minimize the impact and/or perception of bias, implicit or otherwise. Selection of interview team members is the responsibility of the hiring supervisor. Interview teams for permanent positions must include at least one representative from outside the department and gender and racial diversity is strongly encouraged. Including Human Resources staff in interview teams for permanent positions is recommended, particularly for senior level positions and/or when the hiring supervisor has limited experience with the City's interview process. Non-staff participants including board/commission members or community stakeholders may be used but will not satisfy the requirement to include staff from another department.

Should a hiring supervisor determine that second or third round interviews with finalists are necessary, they may be conducted on a one on one basis with the approval of the City Manager or Human Resources Administrator.

To ensure that employment interviews satisfy all legal, Civil Service and City requirements, the names of interview team members and interview questions to be used must be provided to Human Resources in advance. Human Resources staff will review interview formats and verify that interview team members have completed the training process required to serve on an interview team.

III. Regulation Update and Responsibility

Periodic review and revision of this policy, along with questions regarding interpretation and enforcement of same, shall be the responsibility of Human Resources.

Approved:



City Manager

10/1/18
Date