



Medina County Policy Manual



Policy: Hiring and Selection	Section: Employment	Number: 2.045
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- A. To be considered for a position or vacancy, an applicant must complete the approved [employment application form](#). (*Adobe Acrobat Reader required to open*). Applicants for a position that requires licensing must present the license for verification.
- B. Applications will be reviewed and selected candidates will be interviewed by the position's immediate supervisor or department head, as applicable (hereinafter "supervisor").
- C. Applicants may be required to submit to any or all of the following: reference checks, background checks, interviews, and other job-related procedures. Job-related employment tests will be administered in an objective manner. If an individual has a known disability, the test will be administered in a manner to ensure that the results reflect skills, aptitude, or other factors intended for measurement, rather than reflecting the impaired skills. This does not apply when the impaired skills are the job-related factors being tested.
- D. A minimum of three (3) documented reference checks will be conducted by the hiring department before recommending a candidate for employment.
- E. Once the supervisor or designee responsible for evaluating or selecting from among applicants has identified those applicants who meet the minimum job-related qualifications, the supervisor or designee will consider the skills and abilities each applicant possesses that will enable them to perform the essential functions of the position. The supervisor should not classify an applicant who specified the need for a reasonable accommodation as less qualified solely because that candidate requires an accommodation. On the other hand, if the accommodations which are available would create an undue hardship for the agency, the Employer may consider the applicant to be unqualified.
 - 1. An applicant may generally be eliminated from consideration if he/she:
 - a. Does not possess the minimum licensure, certification, educational degrees or equivalent experience, or similar qualifications.

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- b. Does not have the knowledge, skills, and abilities to perform the essential functions of the position, either with or without reasonable accommodation; cannot satisfactorily perform job-related employment tests administered in an objective manner.
 - c. Rejects an accommodation offered by the Employer.
 - d. Has made a false statement of material fact on the Application Form or supplements thereto.
 - e. Has committed or attempted to commit a fraudulent act at any stage of the selection process. Or,
 - f. Is an alien not legally permitted to work?
2. An applicant may be eliminated from consideration upon other reasonable and legal grounds relating to job requirements.
- F. The most qualified applicant(s) will be recommended for employment, subject to the approval of the Board of Commissioners.