

CITY OF PROVIDENCE

DEPARTMENT OF HUMAN RESOURCES

POLICY: ADVERTISEMENT FOR OPEN POSITIONS

Purpose: To ensure that all advertisements for open positions within the City of Providence are handled in a consistent manner

Procedures:

The Department Director must submit a request for an advertisement to the Director of Human Resources with a copy to the Equal Employment Opportunity Officer.

The HR Office will verify that an open position exists.

The HR Office will obtain the necessary approvals for the advertisements from the Hiring Council.

The Equal Employment Opportunity officer will prepare the advertisement and submit it to the Department Director and HR Director for approval.

At the time the approval is returned to the EEO officer, a purchase order number for each publication must be forwarded to the EEO Officer by the requesting Department.

If the purchase order(s) is/are not included, the advertisement will not be placed until such time as the purchase order number(s) is/are received from the requesting Department.

Department Directors should forward the names of any professional journals, organizations and/or web sites in or on which they would like the job advertised. The address, telephone number or contact person, if available, should also be sent to the EEO Officer.

All costs incurred for advertisements will be paid for by the department requesting the advertisement.

All advertised positions will be placed on the City of Providence web site:
www.providenceri.com.

All resumes for advertised positions must be submitted to the HR Department.

Once the end date of the job announcement is reached, the HR Department will make copies of all resumes and forward to the Department Director who shall arrange, schedule and conduct interviews with the assistance of the HR Department if needed.

The Department Director shall forward his/her candidate selection to the HR Director.

The original set of resumes shall be kept on file in the HR Department for one year.

Revised 08/03.