

Town of Hardwick Policy on Hiring Practices

The Town of Hardwick will provide equal employment opportunities to applicants and equal benefits to employees without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, ancestry, place of birth or other category protected by state or federal law.

When the Town needs to hire a new employee, the hiring department head will ensure that the job description for the open position is up to date and available for review by potential candidates. The department head will have all potential candidates fill out a job application. The interviews will include an interview team of two to three people for conducting the interview. Interview questions will be developed in advance to be used in interviewing all interviewees for a particular job. The interview team will individually rate the answer to each question the interviewee answers. These questions cannot serve to discriminate against any protected classes of candidates, protected classes include:

- race
- color
- religion
- ancestry
- sex
- sexual orientation
- gender identity
- age
- national origin
- place of birth
- marital status
- disability
- veteran status
- HIV status
- pregnancy
- genetic information

All interview questions must be initially screened by the Town's Human Resources office prior to use in an interview. Questions must be based on components of the job description including requirements for the job and job duties to be accomplished by the employee.

The department head is responsible for all communications with candidates and for performing reference and background checks for position finalists.

All resumes, job advertisements, job applications, interview questions, interview ratings, and names of interview team members must be maintained in an interview file in the hiring department offices or the Town offices for a period of 3 years.

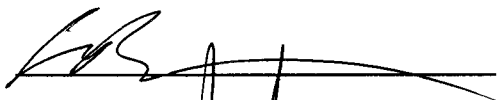
Advertisements should be posted online either in the Town's or on the department web page and in print in a local newspaper. Employment ads serve as important tools to attract the best and broadest pool of candidates. Openings for internal promotions or

transfers of staff do not need to be posted. The immediate need to fill the position may also be a reason for limiting employment advertisements. An employment advertisement should include the essential information your target audience needs in order to make the decision to apply. These include:

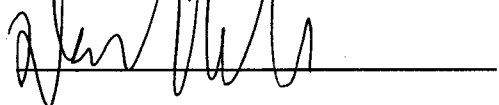
- major job responsibilities;
- required qualifications such as education, experience, and skill level;
- additional qualifications that may be preferred;
- information about what makes the municipality an attractive place to work;
- title of the supervisor to whom the position reports;
- starting pay or hiring range;
- how to apply (such as via email, regular mail, or online application);
- what to include in the application materials (such as the municipality's application form or a cover letter, resume, and contact information for three references);
- the application deadline or date on which review will begin; and
- the phrase "Equal Opportunity Employer" or its abbreviation, "EOE."

The advertisement needs to be as specific as possible and include requirements such as certifications, licenses, expected work hours, or unusual work conditions. Job clarity will reduce the number of unqualified applicants. Likewise, listing the pay level or hiring range discourages applications from individuals whose compensation requirements are too high.

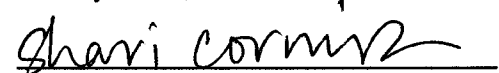
Policy approved this 5th day of April 2018, by the Hardwick Select Board.



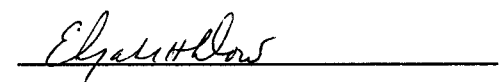
Eric Remick, Chair



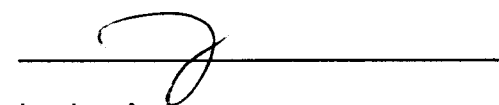
Danny Hale, Vice Chair



Shari Cornish



Elizabeth Dow



Lucian Avery