

# Cottonwood County Hiring Procedures Checklist

Effective July 6, 2010

<u>Date Accomplished</u>	<u>By Whom</u>	<u>Task</u>
_____	_____	1. Board action to authorize filling of <b>any</b> position. (As noted in county board minutes)
_____	_____	2. Post position internally for 7 days in all six main county offices by sending fax to each office. (This is open to regular full-time, regular part-time and part-time employees only) *
_____	_____	3. Seasonal/temporary help should be advertised for 1-week period but does not need to be internally posted.
_____	_____	4. Post position publicly in the newspaper(s) for 2-week period. Be sure to include a statement regarding Equal Opportunity Employer (EOE). (Temporary, emergency and trainee employees are eligible to apply at this time)
_____	_____	5. Have list of applicants available for County Board to review if they choose to do so.
_____	_____	6. Present list of final applicants to Board Liaison.
_____	_____	7. Invite Board Liaison to participate in interview process.
_____	_____	8. Have potential hire fill out background check forms. (Give to Kelly T. for submission to McDowell Agency)
_____	_____	9. Schedule potential hire for pre-employment drug test. (Give Kelly T. copy of Testing Notification Form)
_____	_____	10. Board action to hire/salary step/start date <b>after</b> successful completion of background check and drug test. (As noted in county board minutes)
		* If it is known there are no internal qualified individuals, internal and public posting can commence simultaneously pending board approval.

**NOTE: No employee is allowed to begin employment with Cottonwood County prior to county board approval and before successful completion of background check and pre-employment drug test.**

## County Office Fax Numbers

1. County Attorney's Office	831-4839	4. Family Service Agency	831-0126
2. N. 71 County Office Building (Veterans/Extension/Environmental)	831-4024	5. Hwy Dept/Solid Waste (Windom Hwy. Dept. will fax to 4 other Hwy. shops)	831-2367
3. Courthouse	831-3675	6. Sheriff's Department	831-1957