


Grant County Personnel Policy

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APPROVED:  Richard Stevens, Chair, Board of County Commissioners	04-07-15 Date Signed
LAST REVISED: N/A	CONTACT: Human Resources

307 – Selection and Hiring

307.1 The selection method will include evaluation of job-related knowledge, interpersonal skills, skills, abilities, experience, education, training, certification, aptitude, and character. When appropriate, a specific selection process may be outlined in the Job Posting.

307.2 A Grant County Application for Employment is required for all applicants for any position. The hiring authority will determine the interview process, which may vary based on the position and/or circumstances. Applicants not selected for an interview may not necessarily be contacted. Upon completion of the interview process, the hiring authority will determine the best qualified candidate for the position. The hiring authority will make a verbal offer to the successful candidate. Once the position has been accepted, the remaining candidates interviewed for the position will be notified in writing.

307.3 It is the policy of Grant County to only accept applications/resumes for specific open positions. We do not accept unsolicited resumes and/or applications.