

WHAT HAPPENS WHEN YOU APPLY FOR A COUNTY POSITION?

- 1) You must file by the position closing date
- 2) Within five (5) working days following the closing date, all applications are forward to the Screening Committee. The Screening Committee consists of the Affirmative Action Officer, one member of the personnel Committee and a representative of the department involved with the job vacancy.
- 3) The Screening Committee's job is to select a suitable number of candidates for interview who have met the position criteria. Following screening, only those individuals selected for interview will be contacted. No rejection letter will be sent.
- 4) The interviewees may be subject to a series of tests relevant to the job they are applying for.
- 5) Interviews are conducted by the Hiring Board. This committee consists of a member of the Personnel Committee, a member of the committee that oversees the department where the vacancy exists, and a representative from the department. In the case of the department head vacancy, the entire oversight committee can be on the Hiring Board.
- 6) Scores from the tests and interviews will be compiled to produce the successful candidate.
- 7) A job offer is contingent upon favorable reference checks and successful completion of the post offer physical examination.

**THANK YOU FOR YOUR INTEREST IN EMPLOYMENT WITH PIERCE COUNTY
GOOD LUCK WITH YOUR APPLICATION!**