

Portage County Hiring Policy

When it is determined that a position needs to be filled, notices are posted at the Portage County Human Resources Department located at the County Annex Building or other County buildings, if applicable, as well as advertised locally.

Applications may be obtained in the Portage County Human Resources Department. Unless otherwise designated, all applications for employment shall be submitted to the Human Resources Department prior to the publicized deadline. Portage County accepts applications for current openings only. A separate application must be completed for each position you are applying for. Resumes are not accepted in lieu of completing a Portage County application; however, a resume may be attached to a completed application.

Completed applications are evaluated by the Human Resources Department solely on the basis of job qualifications without discrimination because of race, religion, marital status, sexual preference, color, sex, age, national origin, disability, or arrest record or conviction record which is not work related. The most qualified candidates are referred to the hiring authority for further review, interviewing and/or testing, prior to selection.

An applicant may be rejected from further consideration for appointment for reasons including, but not limited to, the following:

- Does not possess the minimum qualifications for the position applied for.
- Has established an unsatisfactory employment record as evidenced by reference checks of such nature as to demonstrate job-related unsuitability for employment.
- Has made a false statement of any material fact, or practiced deception in his/her application.
- Has any disability that would prevent satisfactory performance of essential job functions, absent reasonable accommodation on the part of the County.
- Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days.
- Fails to accept appointment within two (2) working days or to report for duty within the time prescribed in the offer.

- Does not properly complete the application.

The Human Resource Department, or the hiring authority, shall notify every applicant as to the outcome of the decision made regarding the position in which they have applied.

Prior to a new employee's start date, he/she must provide adequate documentation (e.g. Drivers License, Social Security Card, Birth Certificate, etc...) to the Human Resources Department to ensure compliance with the Federal Immigration Reform and Control Act.

The Human Resource Department shall maintain all appropriate records and documentation relating to recruitment and selection procedures and shall evaluate such procedures to ensure compliance with County Personnel Policies and all applicable state and federal laws and regulations.