

**SELECTION INTERVIEWS**

Selection interviews are interviews held by a management employee for the purpose of selecting a candidate to fill a vacant position. Selection shall be made from candidates identified from an eligibility list by the personnel office.

Selection interviews shall not include questions which tend to limit an applicant's employment opportunity because of his/her race, religion, color, national origin, ancestry, sex, physical handicap or age.

Written, performance and oral testing is a part of the qualification process performed exclusively under the direction of the classified personnel office. Such testing shall not be repeated after the establishment of an eligibility list or during selection interviews.

Employment and personal reference checks shall be initiated only by the classified personnel office, unless the selecting supervisor has been given authorization by the Director of Personnel/Internal Relations or designee to contact a previous employer of a candidate under consideration for a position.