

# SELECTION PROCEDURES/HIRING CONTINGENCIES

All applications received will be carefully reviewed and evaluated based on the job requirements. Depending upon the needs of the position and the number of applications received, the selection process may consist of:

1. an application review
2. supplemental appraisal review
3. skills test
4. written examination
5. oral interview, or
6. any combination of these

The selection process will result in the development of an employment list. For each vacancy, the names of the applicants with the top five (5) ranks on the list will be certified to the department for final selection, which may include a departmental interview and a reference check.

Appointment to a position is contingent upon the successful completion of a Pre-employment Medical Review/Examination and upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986.

Note: Applicants with disabilities desiring reasonable accommodation or those who believe they qualify for Veteran's credit should contact the Risk Management/Personnel Office prior to the test date.

**Yuba County Personnel/Risk Management**

**AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER**