



Memo

File #: TMP-3113

Agenda Date: 1/14/2022

TO: James V. Capparelli, City Manager

FROM: Kathy Franson

DEPARTMENT: Human Resources

SUBJECT:
Recruitment

PURPOSE:
Provide aggressive and timely recruitment of all open positions within the City of Joliet.

FACTS:

- a) All newly created positions must be approved for recruitment by the City Council. This may slow the process due to timing of meetings, information requests, etc.
- b) Job descriptions are reviewed prior to posting to ensure they are current.
- c) If applicable, Collective Bargaining Agreements (CBAs) currently dictate an in-house 10-day posting prior to external search.
- d) The COJ Website, social media and various associated publications and job boards are utilized to post open positions.
- e) Time constraints on interviews/candidate reviews/union discussions affect speed of recruitment.