



# City of Joliet

150 West Jefferson Street  
Joliet, IL 60432

## Memo

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**File #:** TMP-6021

**Agenda Date:** 6/16/2023

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**TO:** Mayor and City Council

**FROM:** Rod Tonelli, Interim City Manager

**SUBJECT:**  
Recruitment

**BACKGROUND:**

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

2. Facts:

- a) All newly created and unbudgeted positions must be approved for recruitment by the City Council. This may slow the process due to the timing of Council 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 an 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.