



PARKS & RECREATION

Date: 12/31/2017 **Updated:** 06/30/2022 **Date To Be Reviewed:** Three Years – 12/31/2025

Title of Document: 4.1.4 LOPR_Selection Process

Background: The City of Lake Oswego strives for well-articulated and understandable personnel policies. Personnel Policy (PP) 2-3 policy statement: The City strives to ensure all individuals equal opportunity and consideration for employment, and to place the most qualified individual in a vacant position. Selection decisions are based on the job-related qualifications of applicants, with full consideration of the re-employment rights and preferences of employees returning from layoff, disability or family leave status.

The guidelines contained in PP2-3 include information concerning:

1. Screening Applications for regular, temporary and oncall positions
2. Disability Accommodation
3. Interviews and Tests
4. Selection decisions
5. Employment of Relatives
6. References
7. Offers of Employments
8. Pre-Placement Drug Testing
9. Medical, Psychological and Physical Capacities Evaluations
10. US Immigration Law
11. Prior Service Credit
12. Policy and Benefits Orientation
13. Probationary Period

Links to Sources:

[Personnel Policy 2-3](#)

Responsibility/Contacts: Director, Administrative Assistant