

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

EVALUATION OF APPLICANTS

**SECTION 2.04
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- A. The SCAA/designee shall review all applications to determine those applicants who meet the minimum job-related qualifications. Applicants will be required to submit to reference checks, interviews, background checks, MVR checks, criminal records checks, and/or other job-related evaluation procedures.
- B. Any applicant who is under final consideration for a position must undergo a criminal records check in accordance with applicable law. This criminal records check shall be conducted in accordance with Section 2.04.1 of this manual.
- C. All applicants for employment may be subject to interviews, proficiency testing, drug and alcohol testing, medical examination, or other employment selection criteria or procedures.
- D. Once the person evaluating the applicants has determined those applicants who meet the minimum job-related qualifications, the person evaluating the applicants shall consider the applicant's skills and ability to perform the essential functions of the position. The person who will select the person(s) to be appointed shall wait until a conditional offer of employment has been made before asking whether the candidate requires an accommodation to perform the job. The person making the selection shall not classify a person who requires a reasonable accommodation as less qualified just because that candidate requires an accommodation. However, if the applicant requires an unreasonable accommodation that causes an undue hardship on the Employer in order to perform the essential functions, the person making the selection among candidates may consider that person unqualified.
- E. Each SCAA is responsible for maintaining a record keeping system reflecting the disposition of all job applicants and the reasons therefore. Such records shall be kept on file for at least two (2) years. Documents which may be included are a completed job application, medical examination data, test results, and/or other job-related evaluation information.