

## Leander Police Department Hiring Process for Staff

The following is an outline of the application phases. Each phase must be successfully accomplished prior to advancement to the next phase. The entire application process should be expected to take approximately 9 weeks after the application due date.

**I. Application: Phase One-** To be considered for hire with Leander Police Department, an applicant must correctly complete the online application form. All of the "Waiver" forms must be completed, notarized and attached to the online application, failure to do so will cause the application to be rejected. A preliminary basic background check will be conducted during this phase. Any incomplete or incorrect applications will be rejected. All applicants will be notified if they are ineligible, if the process stops, and/or eligibility to advance to phase II.

**II. Personal History Statement: Phase Two** - Applicants will be sent an invitation link to create an account with Guardian Alliance. The Applicant will complete the on line Personal History Statement (PHS) via the Guardian Alliance platform. The applicant can not proceed in the process without completing and submitting their personal history statement.

**III. Oral interview: Phase Three** - Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. This interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, professional and ethical values. The interview board will consist of at least 3 (three) members and generally will not be longer than 45 minutes. The objective scoring system used in the interview/ evaluation process will result in numeric scores. A score of 75% or higher is required for advancement to phase four. Applicants will be notified of their eligibility to move to phase four. A follow-up email and/or phone call may be utilized as necessary.

**IV. Background inquiry and chief's interview: Phase Four** - Background inquiries will be completed for applicants based on the number of available openings and ranking from the oral board. Eligibility will be denied if an unsatisfactory finding is discovered in the background inquiry. All applicants still eligible will have a final interview with the chief of police or designee. Applicants offered a conditional job offer will be required to undergo additional drug screening. The department will pay for the cost of the screening.

### **Policy on Reapplication**

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

I, the undersigned, have read and understand the above-described process that will be utilized in this employment process.

**X** \_\_\_\_\_, Applicant \_\_\_\_\_ Date