



# **Buckeye Employment ~ Join Our Supreme Team**

## **Candidate Instructions**

Thank you for your interest in employment with the City of Buckeye, an **Equal Opportunity Employer**.

It is our policy to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. When advised, reasonable accommodations may be made in order for an 'otherwise qualified applicant' with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Requests should be made 48 hours in advance or as early as possible to allow time to arrange the accommodation.

The following information is provided to assist you in understanding our employment process.

### **NEOGOV**

The City of Buckeye has an online application process powered by NEOGOV. An online application is required to be considered for any City job opening. It is important you review the application carefully, as an incomplete application may disqualify you. The City only accepts applications for open positions and applications must be submitted through the online process. If you apply for more than one job opening, a separate application is required for each position. Applications must be submitted online by the closing date and time stated on the job posting.

Apply online by selecting the job title you are interested in and select the "Apply" link. If this is the first time you are applying using our NEOGOV online job application you will need to create an account and select a Username and Password. After your account has been established you can build an

application by selecting the “Build Job Application” link. This application can be saved and used to apply for more than one job opening.

An email is required to use the NEOGOV system. Free email accounts can be established at:

1. Gmail from Google: [www.mail.google.com](http://www.mail.google.com)
2. Yahoo! Mail: [www.mail.yahoo.com](http://www.mail.yahoo.com)
3. Outlook.com: [www.outlook.com](http://www.outlook.com)

If you have limited access to the Internet, the City offers several resources to apply for a position using the NEOGOV process.

1. A computer kiosk is available in the Utility Billing Department located on the first floor of City Hall at 530 East Monroe Avenue.
2. The City Libraries provide public computers, located at 310 N. 6<sup>th</sup> Street and 21699 W. Yuma Road Suite 116.

### **Job Posting**

For each position advertised, a job posting is provided. It is important you review the job posting carefully to determine if you meet the minimum qualifications before completing the application packet. Individual postings will include job specific information such as hours of work, salary range, pay grade, and closing date.

### **Application**

An online application is required to be considered for any City job opening. It is important you review the application carefully. The City only accepts applications for open positions and applications must be submitted through the online process. If you apply for more than one job opening, a separate application is required for each. Applications must be submitted online by the closing date and time stated on the job posting. The NEOGOV process is your indication that your application has been received. No further action is required. Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

*\*Incomplete applications, resumes in-lieu of applications, and/or applications submitted in any manner other than the online NEOGOV process will not be accepted.*

## **Resumes & Other Attachments**

We encourage applicants to attach resumes or other information that will assist us in the review and selection process. However, you must complete the requested information in the application packet, even if it duplicates your resume or work history. Resumes submitted without a complete City online application by the posting closing date and time will not be accepted. If a resume or other attachments are required it will be noted on the specific job posting.

## **Application Process**

You may apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are using the NEOGOV online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings. It is important your application show all the relevant education and experience you possess. Provide your most recent employment first and account for all experience within the last ten (10) years, be sure to give complete employment information. You must complete all requested information in the application packet, even if it duplicates your resume or work history.

The NEOGOV process is your indication that your application has been received. No further action is required. Candidates will receive a notification regarding application status during the recruitment process.

## **Application Review**

The City thoroughly reviews and considers all complete applications submitted in a timely manner. This process can be time consuming and we appreciate your patience during this important review process. Applications are reviewed based on knowledge, skill, education and experience. The recruitment cycle from position closing date to the extension of a job offer is generally five to six weeks.

## **Interviews**

Applicants most qualified based on the application review will be invited to participate in the interview process. Only those applicants who are

interviewed, and subsequently not selected, will receive notification the position has been filled.

### **Selection Process**

Applicants whose education, training, and experience most closely meet the needs of the position may be invited to participate in a selection process. Successful candidates will receive a conditional offer pending successful completion of a pre-employment background check which could include any combination of the following:

- Criminal Background Screening
- References
- Fingerprinting
- Drug Screen
- E-Verify

*\*Police and Fire positions may require additional background elements.*

### **Employment Requirements**

Applicants who are offered employment with the City of Buckeye will be required, at the time of hire, to provide proof of identity and authorization to work in the United States in accordance with the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to applicants who are offered employment.

### **Physical Demands & Work Environment**

The physical demands and work environment characteristics described in each job posting are representative of those that must be met by an employee to successfully perform the essential functions of that position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Employment At Will**

All employees of the City are “at will” and are free to resign at any time without reason. The City retains the right to terminate an employee’s employment at any time with or without reason or notice.

### **Total Compensation**

The City provides a competitive compensation package for all positions. The following are elements of the total compensation package. Additional details

are located on the City website under Government\Human Resources\Benefits and Wellness.

- The City offers a comprehensive benefit package to full-time employees including: a. Medical, Dental, Vision benefits
- Employee Assistance Program (EAP)
- Short-Term Disability
- \*Long-Term Disability
- Life Insurance
- 457 Retirement Savings Plan (defined contribution)
- \*ASRS/PSPRS Retirement program (defined benefit)
- Vacation, Holidays, Sick Leave
- Training & Tuition Assistance

*\*Indicates mandatory participation.*

### **Salary Progression**

Based on the financial health of the City, the City generally provides a regular progression of salary increases for specific job classifications. Most positions provide for an increase on the anniversary date the position is filled for employees in good standing.

### **Opportunity for Advancement**

The City encourages career development for employees and when possible seeks to promote qualified employees from within the City.

*The City of Buckeye reserves the right to change the employment process and/or general information listed above at any time*