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CITY OF GILLETTE

INFORMATION TECHNOLOGY HIRING PROCESS

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APPLICATION: Application is submitted to Human Resources. Reviewed for minimum qualifications by Recruiter and administrative Information Technology Department staff.

PERSONAL HISTORY STATEMENT: Personal history statement is submitted to Human Resources. Reviewed for minimum qualifications by Recruiter and Information Technology Department staff.

INTERVIEW: Interviews will be conducted by a panel of two or three members of the Information Technology Department and an HR Representative. Authorization forms are signed to release personal information.

POLYGRAPH EXAMINATION: Verifying information on the application and personal history statement. This position requires a polygraph examination due to the level of sensitive information that the information technology employees have access to. Please review the *Polygraph Advisement*.

FINGERPRINTING / PHOTOGRAPH: Photographs and fingerprints are taken of the applicant.

BACKGROUND / EVALUATION: The following areas will be checked: drug or alcohol abuse, personal references, employment history, school records, military records, driving records, present employer references, DCI and FBI fingerprint files, criminal records and credit references.