

# City of Oklahoma City Hiring Process for New Hires

\*Timeframes will vary. Time to Fill is from the date the Job Requisition is submitted, to the date the selected candidate accepts a conditional job offer. Time to Hire is from the date the Job Requisition is submitted, to the date the selected applicant begins employment.



## 1. SUBMIT YOUR APPLICATION

- Apply online at [okc.gov/careers](https://okc.gov/careers). Answer all application questions carefully. Fill out work history and include job responsibilities and tasks related to the job questions. Failure to complete this step may disqualify you from further consideration. If you want to make any changes to your application, you must make those changes before submitting your application.

## 2. APPLICATION SCREENING

- Every application is reviewed by a Human Resources professional. The information you provide on your application is compared to the Job Requirements/Minimum Qualifications listed in the vacancy announcement. Applicants who meet the minimum qualifications move on to the next phase of the hiring process.

### 3. CITY SELECTION PROCESS

- For general-represented jobs, the City uses scored selection processes to evaluate an applicant's knowledge/skills/abilities related to the job duties. These may include a job simulation, written test, interview board, or assessment center. Some positions may require an online test at the time of application. For represented jobs, applicants must score . . .

## CITY SELECTION PROCESS

... 70% or better to move forward for consideration. Following a scored selection process, an eligibility list, sorted in compliance with the AFSCME Collective Bargaining Agreement, is provided to the hiring manager. The eligibility list is active for 180 days from the date of the selection process. Interviews are conducted by hiring managers/designees for management pay plan positions.

## 4. CONDITIONAL JOB OFFER

- For general-represented jobs, candidates who score 70% + may be selected from the active eligibility list and given a conditional job offer.
- For management pay plan positions, the hiring manager advises the Talent Acquisition team of the selected candidate, and a conditional offer is extended.

## 5. BACKGROUND

- New hires who receive and accept conditional job offers must undergo a background check. Details are provided about the background check process on the next page.

### FY 24-25 AVERAGE WORKDAYS FOR HIRING PROCESS\*

- Posting: 3.15
- Screening: 2.69
- Selection Process: 4.95
- Conditional Offer: 0.7
- Background: 6.11
- Time to Fill: 17
- Time to Hire: 49.04

## APPLICANT TIPS

- **Preparing:** Gather all necessary materials. Carefully read the vacancy announcement to understand the job's essential functions, job requirements, and minimum qualifications.
- **Drafting Answers:** Copy the application questions into a document (e.g., Microsoft Word) to draft and save your answers before submitting them online. Double-check your work before submitting, as changes cannot be made afterward.
- **Submitting Your Application:** Ensure your application **demonstrates** you meet the qualifications. Complete all sections, including work history, and list relevant job duties and responsibilities. Double-check your work before submitting, as changes cannot be made afterward.
- **Attachments:** Remember to upload attachments. The City does not accept resumes, work history, or other attachments outside of the online application system.
- **Checking Status:** Visit [okc.gov/careers](http://okc.gov/careers) and click "Careers Open to the Public." Sign in with your email, verify your identity with a code sent to your email, and click "My Applications" to view the status of your submissions.

**Questions? 405-297-2530 or [careers@okc.gov](mailto:careers@okc.gov).**

# City of Oklahoma City Background Check Process for New Hires

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## BACKGROUND

- New hires who accept conditional job offers must undergo a background check, including criminal history. Other components of this check vary by job and may include a motor vehicle report, drug test, physical examination, and/or CJIS III fingerprint check.
- Strict confidentiality is maintained.

## CRIMINAL HISTORY

- The City partners with TruView, a third-party consumer reporting agency. TruView traces an applicant's social security number to identify locations where the applicant has lived, worked, or studied. Records from the Oklahoma State Bureau of Investigation and the City's Municipal Court are also reviewed.

## CRIMINAL HISTORY

- Criminal history is reviewed in accordance with City Employment Policies (Section 705). The City is a fair chance employer. In determining an applicant's suitability for a position sought, Human Resources considers information including, but not limited to, relevance of the crime to the position sought, nature of the work to be performed, and recency of the conviction.

## CRIMINAL HISTORY

- If criminal history could impact suitability for hire, the City complies with the Fair Credit Reporting Act regarding Notification of Opportunity to Challenge. Applicants receive their reports and have 7 business days to review and contact HR to dispute inaccuracies or provide additional context. HR communicates the employment decision to the applicant.

## ADDITIONAL SCREENINGS

- Drug testing is mandatory for jobs designated as safety-sensitive under the Oklahoma Medical Marijuana and Patient Protection Act and those requiring a commercial or non-commercial driver license.
- Motor Vehicle Reports are obtained for positions requiring driver licensure.

## ADDITIONAL SCREENINGS

- A physical examination is required for jobs that involve lift/push/pull/carry physical demands of 25 pounds or more.
- A CJIS III fingerprint check is required for jobs with unescorted access to unencrypted Criminal Justice Information (CJI) or unescorted access to physically security locations or controlled areas (during times of CJI processing).

## FY 24-25 AVERAGE WORKDAYS FOR HIRING PROCESS\*

- Posting: 3.15
- Screening: 2.69
- Selection Process: 4.95
- Conditional Offer: 0.7
- Background: 6.11
- Time to Fill: 17
- Time to Hire: 49.04

## APPLICANT TIPS

To move forward in the hiring process, please carefully follow the steps below:

- Gather information needed to complete the background paperwork.
- If the position requires a Commercial Driver License, you will be required to provide your employment history, driving history, driver license details, and accident history.
- For positions requiring a physical examination, you will be required to provide health history.
- Carefully read, fill out, and sign all background investigation forms.
- Return the completed documents as soon as possible to avoid delays.
- If required, self-schedule your physical examination appointment promptly.
- If required, complete your drug screening as quickly as possible.
- Your official start date is contingent upon completion of all background checks and contingencies. Before giving notice to your current employer, we strongly recommend confirming your start date with the point of contact listed in your offer letter.

Questions? 405-297-2530 or [careers@okc.gov](mailto:careers@okc.gov).