

**Human Resources Policy Bulletin
City of Lincoln**

Number: 2025-7
Date: April 9, 2025

Reference:	Title:
<i>Lincoln Municipal Code 2.76.235, 2.76.240, 2.76.245, 2.76.270, 2.76.280 Background Investigation and Reference Check Policy Supersedes 2006-2</i>	Promotional/Internal Examinations

I. PURPOSE

The City is committed to ensuring that employees are made aware of and have the opportunity to apply for career opportunities in accordance with the promotional and internal examination provisions of the Lincoln Municipal Code.

II. ELIGIBILITY

- A. All full and part-time employees holding a position in the classified service.
- B. Internal posting may be open to a certain group of positions, or a specific division or department when it is in the best interest of the City as jointly determined by the Department Head and Human Resources Director or designee.

III. PROVISIONS

- A. A standardized promotional examination process will be developed in collaboration with Human Resources to ensure consistency across all selection stages so that interview questions are relevant to the job, the evaluation methods are objective, a consistent interview panel is used, and the selection criteria are aligned with the desired qualities outlined in the job description to hire the best available candidate.

1. Structured interview guidelines.

- I. Questions need to be relevant to the job.
- II. The weighting of each question should reflect its importance in relation to the job's responsibilities.
- III. Grading criteria should be established, outlining the desired or benchmark responses and the corresponding point values for each answer.
- IV. Interviewers should take sufficient notes to document the interview and scoring decisions.
- V. The scores from multiple interviewers must be averaged.

- B. Seniority will be factored in ½ one point for each full year of continuous City service to a maximum of 10 points as part of the total score.


IV. MANAGER EXPECTATIONS:

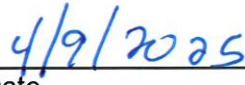
- A. Review the employee position description for the position to determine accuracy.
- B. Consider all qualified candidates in a fair and equitable process.
- C. Document each interview and provide Human Resources with the selection documentation for record retention.
- D. Conduct a background investigation in accordance with the Human Resource Bulletin Background Investigation and Reference Check Policy.
- E. The Hiring Manager may consult with Human Resources to ensure that no pending performance or disciplinary actions have occurred that would disqualify the internal candidate from further consideration.
- F. Notify Human Resources of candidates to be interviewed so Human Resources can send declinations to those not advancing.
- G. Personally notify selected and non-selected candidates who were interviewed of the final decision.
- H. Upon the candidate's acceptance of the position, coordinate the transfer date within a reasonable time with the releasing manager. Generally, such transfers should occur within two weeks on the start of a pay period. However, in the event that a longer transition is required, it is the responsibility of the hiring manager to work out a suitable arrangement with the releasing manager.

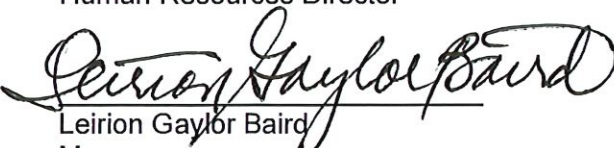
V. EMPLOYEE EXPECTATIONS:

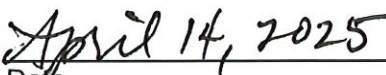
- A. Apply for jobs for which they are qualified (the job may represent a promotion, lateral transfer, or downgrade). Applying for job opportunities may be done on work time, as long as it does not interfere with regular responsibilities.
- B. Provide a 24-hour notice to the current leader of a scheduled interview with the City, which will occur during work time. Interview time is paid as regular work time.
- C. Appropriate paid leave time may be used if an employee prefers not to notify their current leader of selection-related appointments.
- D. Notify the current manager as soon as possible if you accept a new position.

IV. The City has the exclusive right to interpret this policy.


Barb McIntyre
Human Resources Director


Date


Leirion Gaylor Baird
Mayor


Date