

# Mission Township Hiring Checklist



**This checklist is intended to guide the hiring process to ensure compliance with major requirements of Minnesota and federal law and town policies. Any questions should be directed to the designated board supervisor for the area or the town board.**

**For Fire Department positions, except for the fire chief role, the fire chief is responsible for leading the hiring process. For all other positions, including the fire chief role, the designated board supervisor is responsible for leading the process.**

**Please complete the checklist as you proceed through the process and include a completed copy with the file provided to the clerk at the end of the process.**

## Section 1 – Pre-Hire Requirements

	An approved job description, including minimum requirements, exists for the position. If not, one should be created and approved by the town board before posting the position.
	The town board has approved hiring the position.
	A job posting has been prepared, including basic duties & responsibilities, minimum requirements, and wage rate, with a start and end date for the posting.
	The job has been posted on the town’s website, externally (as needed), and in other determined places based on the position.
	Applications are accepted by the hiring supervisor until 5 days after the end date for the posting.

## Section 2 – Hire Process

	Interview questions have been prepared and a date (s) for interviews scheduled. <ul style="list-style-type: none"><li>• The interview panel for firefighters includes the fire chief and 2 other officers.</li><li>• The interview panel for Fire Department officers is the town board.</li><li>• The interview panel for other positions is the town board.</li></ul>
	Applications have been reviewed and interview packets prepared for the interview panel. The hiring supervisor will redact social security numbers on all copies of applications.
	Interviews were conducted by the interview panel.
	A hiring recommendation has been prepared for the town board to include: <ul style="list-style-type: none"><li>• List of applicants for the position.</li><li>• Application for the recommended candidate (with SS Number redacted).</li><li>• Background check confirmation if one is required.</li></ul>

	<ul style="list-style-type: none"> <li>• Completed forms to place the individual on the town’s payroll.</li> <li>• Recommendation with comments.</li> </ul>
	Town board considered the hiring recommendation and approved (contingent on passing medical examination for Fire Department applicants) or denied recommendation.
	A background check has been conducted and the result communicated to the town board.

**Section 3 – Post-hire Process**

	New employees were provided a copy of the town’s HR policies and the current job description for their position by their supervisor.
	The treasurer processed the required paperwork to place the individual on the town’s payroll.
	<p>The hiring supervisor provided the clerk with a file containing the following:</p> <ul style="list-style-type: none"> <li>• All applications which were received for the position.</li> <li>• List of interview questions.</li> <li>• Background check documentation</li> <li>• Completed checklist.</li> <li>• Recommendation document.</li> <li>• Any other documents used in the hiring process.</li> </ul>
	The clerk created a personnel file for the new employee and placed the hiring documents in the town files following the approved document retention schedule.

**The following are the required documents that must be completed by the applicant and provided to the town board before a new hire will be approved for employment.**

	W-4 – Employee’s Federal Withholding Certificate.
	W-4MN – Employee’s Minnesota Withholding Allowance/Exemption Certificate.
	Paper Plan-it Employee Direct Deposit Authorization
	MN Department of Labor and Industry Employee Notice.
	US Form I-9 Employment Eligibility Verification. Note: Documentation verified by the treasurer.

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