



## **JOB POSTING**

### **I. PURPOSE**

To provide a system by which all potential applicants, internal or external, have a fair and equal opportunity to investigate, apply, and be selected for job openings.

### **II. SCOPE**

This policy applies to all City positions.

### **III. POLICY**

All open positions must be posted for no less than one week (7 days). Postings shall be placed both internally and externally in order to maximize the greatest applicant pool.