

City of Springfield Hiring Process

APPLICATION

Candidate applies to a specific job opening online before the deadline. A confirmation email is automatically generated and sent to the candidate upon receipt of application.

QUALIFICATION REVIEW

Candidate
applications are
screened to
determine if they
meet the minimum
required
qualifications.

DEPARTMENT REVIEW

The hiring department reviews candidate applications that met the minimum required qualifications and selects candidates for an interview.

Preference is given to current city residents.

INTERVIEW

Human Resources schedules interviews, and panel interviews are conducted. 1 -2 interviews are conducted, depending on position. BACKGROUND CHECK

Conditional offer is extended to the final candidate and a background check is performed.

Final offer is extended and the new employee is onboarded.

HIRE