



# **Buckeye Employment ~ Join Our Supreme Team**

## **Employment Process**

Thank you for your interest in employment with the City of Buckeye, an Equal Opportunity Employer (EOE). The following information is provided to assist you in understanding our employment process.

### **Job Posting**

For each position advertised, a job posting is provided. It is important you review the job posting carefully to determine if you meet the minimum qualifications before completing the application packet. Individual postings will include job specific information such as hours of work, salary range, pay grade, and closing date.

### **Application**

The City of Buckeye has a new online application process powered by NEOGOV. An online application is required to be considered for any City job opening. It is important you review the application carefully; an incomplete application may disqualify you. The City only accepts applications for open positions and applications must be submitted through the online process. If you apply for more than one job opening, a separate application is required for each position. Applications must be submitted online by the closing date and time stated on the job posting.

*Incomplete applications, resumes in-lieu of applications, and/or applications submitted in any manner other than the online NEOGOV process will not be accepted.*

### **Resumes & Other Attachments**

We encourage applicants to attach resumes or other information that will assist us in the review and selection process. However, you must complete the requested information in the application packet, even if it duplicates your resume or work history. Resumes submitted without a complete City online application by the posting closing date and time will not be accepted. If a resume or other attachments are required it will be noted on the specific job posting.

### **NEOGOVS**

Apply online by selecting the job title you are interested in and select the “Apply” link. If this is the first time you are applying using our NEOGOV online job application you will need to create an account and select a Username and Password. After your account has been established you can build an application by selecting the “Build Job Application” link. This application can be saved and used to apply for more than one job opening.

If you have limited access to the Internet, the City offers several resources to apply for a position using the NEOGOV process.

1. A computer kiosk is available in the Utility Billing Department located on the first floor of City Hall at 530 East Monroe Avenue.
2. The City Library provides public computers located at 1003 East Eason Avenue.

An email is required to use the NEOGOV system. Free email accounts can be established at:

1. Gmail from Google: [www.mail.google.com](http://www.mail.google.com)
2. Yahoo! Mail: [www.mail.yahoo.com](http://www.mail.yahoo.com)
3. Outlook.com: [www.outlook.com](http://www.outlook.com)

### **Application Review**

The City thoroughly reviews and considers all complete applications submitted in a timely manner. This process can be time consuming and we appreciate your patience during this important review process. Applications are reviewed based on knowledge, skill, education and experience. The recruitment cycle from position closing date to the extension of a job offer is generally five to six weeks.

### **Interviews**

Applicants most qualified based on the application review will be invited to participate in the interview process. Only those applicants who are interviewed, and subsequently not selected, will receive notification the position has been filled.

### **Notification**

The NEOGOV process is your indication that your application has been received. No further action is required. Candidates will receive a notification regarding application status during the recruitment process.

### **Employment Requirements**

Applicants who are offered employment with the City of Buckeye will be required, at the time of hire, to provide proof of identity and authorization to work in the United States in accordance with the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to applicants who are offered employment.

### **Employment At Will**

All employees of the City are “at will” and are free to resign at any time without reason. The City retains the right to terminate an employee’s employment at any time with or without reason or notice.

## General Employment Information

### **Total Compensation**

The City provides a competitive compensation package for all positions. The following are elements of the total compensation package. Additional details are located on the City website under Departments\Human Resources\Employment.

1. **Benefits:** The City offers a comprehensive benefit package to full-time employees including:
  - a. Medical, Dental, Vision benefits
  - b. Employee Assistance Program (EAP)
  - c. Short-Term Disability
  - d. \*Long-Term Disability
  - e. Life Insurance
  - f. 457 Retirement Savings Plan (defined contribution)
  - g. \*ASRS/PSPRS Retirement program (defined benefit)
  - h. Vacation, Holidays, Sick Leave
  - i. Training & Tuition Assistance

*\*Indicates mandatory participation.*
  
2. **Salary Progression:** Based on the financial health of the City, the City generally provides a regular progression of salary increases for specific job classifications. Most positions provide for an increase on the anniversary date the position is filled for employees in good standing.

### **Opportunity for Advancement**

The City encourages career development for employees and when possible seeks to promote qualified employees from within the City.

*The City of Buckeye reserves the right to change the employment process and/or general information listed above at any time.*