



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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| Policy # 110 | Approval Date: 11/15/11 |
| Policy Title Pre-Employment Requirements | Effective Date: 01/01/12 |
| | Revision Date(s): 8/05/14; 6/19/18 |

All applications for employment will be completed on-line through the County's Talent Acquisition software.

Prior to making a formal offer of employment to an external candidate, Dodge County requires the candidate to pass a pre-employment drug screen and background check. Department Heads or designee will be responsible for working with Human Resources for the pre-employment drug screen. The Human Resources Department will be responsible for running the background check through the Wisconsin Department of Justice on-line system.

Please note: The Dodge County Sheriff's Office, is responsible for all pre-employment testing, drug screen and background checks for positions within the Sheriff's Office.

Former Title: Hiring Procedures