

Handbook Highlight from the Montana Municipal Officials Handbook

3.106 Montana's Discrimination Laws

Throughout the hiring process municipalities need to be aware of the Montana Human Rights Act and Governmental Code of Fair Practices which make it unlawful to discriminate in state and local governmental employment and services because of:

- Age
- Marital Status
- National origin
- Physical or mental disability
- Race/color
- Religion/creed
- Sex (including pregnancy, maternity and sexual harassment)
- Familial status (housing only)
- Political beliefs or ideas (public employees)
- Veteran Status

Additional information can be found at <http://erd.dli.mt.gov/humanright/guide.asp> and <http://www.eeoc.gov/facts/qanda.html> .

3.107 Checklist for Reviewing Job Applications and Resumes

Once a position has been advertised and job applications and resumes have been received, it is important that the municipality carefully screen these submissions. Some key areas for municipalities to consider include:

- Review the job description for the open position. Note minimum requirements and refer to them while reviewing resumes and job application.

- Check work experience for applicability to the open position, length of time in previous positions, promotions or awards received and reason for leaving each position.
- Note gaps in employment, but do not assume they were caused by negative reasons.
- Check educational background for qualifications necessary to successful job performance.
- Note special skills (equipment operation, certifications such as a CDL, computer software proficiency, office equipment familiarity).

In the initial pre-screening process it is useful to develop a simple tool, based upon the job description, that allows the municipality to rate applicants against its initial screening criteria. This tool allows the municipality to clearly document which applicants meet the criteria for attaining an in-person interview. This type of screening tool should be maintained as per the municipality's record retention guidelines. Questions regarding any and all screening tools and scoring processes should be reviewed by legal counsel.