

SETA RECRUITMENT PROCESS

Important Items

- Because SETA communicates via email, it is imperative that your email address is accurate. Please check your SPAM or junk mail folders in case you do not hear from SETA.
- Please do not reply to the system generated automated emails. Messages and replies are not monitored or received.
- If your personal information changes, please notify SETA immediately at 916-263-3800.

Application Screening

- Applications are screened to determine if the applicant meets the minimum requirements for the position including education and experience. These requirements are always listed in the job announcement.
- If an application meets the screening criteria, the applicant is invited to an examination.
- This process could take up to approximately 2 weeks from the closing date of the job posting.

Examinations

- Examinations are used to assess job-related skills, knowledge, and abilities objectively. Applicants that are screened in are invited to an exam. The invitation could take up to 4 weeks from the date of the screening.
- There are 3 types of exams: oral exams, written exams, and computer exams. You will be advised of the type of exam in the email invitation.
- Oral Exams are verbally answering questions asked by an exam panel of 2-3 members and then your answers are scored. This is not an interview. The panel will not have your application or resume to ensure there is no influence in the scores. Oral exams are recorded.
- Written exams may be done in a small or large group atmosphere or by yourself. Examples of written exams are multiple choice, question and answer, or an exercise of some sort.
- Applicants who pass the exam will be put on an eligible list, which may be kept on file for up to one year.

Interviews

- Interviews will occur as soon as the eligible list is approved and could be anywhere from 1 to 4 weeks after the Board approval of the eligible list.
- Interviews are typically done with a panel of 3-4 panel members.
- Depending on the position, an applicant may be asked to return for a second interview.

Job Offers

- Job offers will be made based on the business needs of the Agency.
- Upon acceptance of a job offer, the candidate may be required to complete fingerprints, motor vehicle record check, pre-employment health screening, TB test, and immunizations. Pre-employment requirements vary depending upon position.

New Employee Orientation

- Upon successful completion of required pre-employment checks, candidates will be scheduled for a new employee orientation.
- New employees must bring acceptable documents to prove they are authorized to work in the United States.
- There will be a probationary period for all new employees.