



Published on *Vermont League of Cities and Towns* (<https://www.vlct.org>)

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Hiring Toolkit

VLCT's Hiring Toolkit includes legal and best practice guidance along with sample documents to aid legislative bodies, supervisors, managers, and HR directors in making hiring decisions. The toolkit includes information on employment advertising, job applications, interviewing, and I-9s.

While every effort is made to provide members with the most accurate information possible, these documents do not constitute legal advice.

VLCT Members may contact the Municipal Assistance Center Inquiry Service at 1-800-649-7915 or email info@vlct.org [1]. PACIF members may contact Jill Muhr, Senior Human Resources Consultant, for the [PACIF HR Consultation Program](#) [2] at jmuhr@vlct.org [3] or 1-800-649-7915 for individual assistance.

Documents:

-  [Steps to Hiring Well.pdf](#) [4]
-  [What to Include in an Employment Ad.docx](#) [5]
-  [Lawful Interviews.docx](#) [6]
-  [Human Resources FAQs I-9s.pdf](#) [7]
-  [Sample Job Application for non-CDL positions.pdf](#) [8]

Links:

- [Human Resources Page](#) [9]
- [PACIF Human Resources Consulting Program](#) [2]
- [CMV Operators Toolkit](#) [10]

Publication Date:

Wednesday, April 10, 2019

Resource Category:

- Guidance
 - Template
 - Toolkit
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Links

[1] <mailto:info@vlct.org>

[2] <https://www.vlct.org/insurance/pacif/human-resources-consultation-program>

[3] <mailto:jmuhr@vlct.org>

[4] https://www.vlct.org/sites/default/files/documents/Resource/Steps%20to%20Hiring%20Well_0.pdf

[5] [https://www.vlct.org/sites/default/files/documents/Resource/What%20to%20Include%20in%20an%20Employment%20Ad.d
ocx](https://www.vlct.org/sites/default/files/documents/Resource/What%20to%20Include%20in%20an%20Employment%20Ad.d
ocx)

[6] <https://www.vlct.org/sites/default/files/documents/Resource/Lawful%20Interviews.docx>

[7] <https://www.vlct.org/sites/default/files/documents/Resource/Human%20Resources%20FAQs%20I-9s.pdf>

[8] [https://www.vlct.org/sites/default/files/documents/Resource/Sample%20Job%20Application%20for%20non-CDL%20position
s_0.pdf](https://www.vlct.org/sites/default/files/documents/Resource/Sample%20Job%20Application%20for%20non-CDL%20position
s_0.pdf)

[9] <https://www.vlct.org/municipal-assistance/municipal-topics/human-resources>

[10] <https://www.vlct.org/resource/commercial-motor-vehicle-cmv-operations-toolkit>