Purpose

To ensure organization and consistency in recruiting/hiring practices according to applicable state and federal laws. Hiring qualified individuals to fill positions contributes to our overall strategic success. In hiring the most qualified candidates for positions, each employee can make significant contributions while employed.

Procedure

 The applicant recruiting procedure includes several steps. Initially, the recruiting approach must be determined, the job must be posted, internal candidates must be considered, candidates must be interviewed, background screening procedures must be completed and employment conditions determined when a candidate is chosen. Use of the attached Recruiting Procedures & Checklist form ensures all steps are taken.

## Job Postings/Recruitment Advertising

All regular exempt and non-exempt job openings are posted on various electronic job boards via internet and emailed to our contacts. Also, employees are notified via email of open positions and are encouraged to make referrals. Jobs remain posted until the position is filled or at management’s discretion. Positions are advertised externally based upon need and budget requirements. Management is responsible for placing all recruitment advertising.

## Internal Transfers

Employees who have been in their current position for at least one year may apply for internal job openings. This may be waived with the consent of the employee’s manager and the Owners. Employees must complete the “Internal Job Opening Request Form”. The form should be completed and submitted to their immediate supervisor within the first week the job is posted. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by their immediate supervisor. Once transferred to a new position, employees will enter into probationary period for the new position.

## Interview Process

The hiring manager will screen applications and/or resumes prior to scheduling interviews. Phone screen interviews are conducted for initial determination of qualifications. Then initial interviews are generally scheduled and conducted by the hiring manager at the time of the phone screen. After the initial in-person interview, the hiring manager determines if the candidate will advance. If so, a second team interview may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended. Interview questions should be compiled by Management or Human Resource Consultant. After the team completes the interview process, the results of the interview should be forwarded to the hiring manager/supervisor for review. The manager has ultimate responsibility for making a hiring decision as approved by the Owners.

Supervisors use the applicant summary tracking form (attached) to track all interviews conducted. All applications and resumes of applicants not selected will be forwarded to the Owners for appropriate retention. After the closing of each position, applicants who are not selected will be notified via email.

## Testing and Background Checks

Once a decision has been made regarding interest in hiring an applicant and offer will be made via the Employee Action Form (attached), contingent upon satisfactory completion of reference checks and background checks. The hiring manager will check references for all candidates.

## Job Offers

Once satisfactory results are received from the reference checks and background check, the hiring manager will notify the candidate to confirm the initial offer. At this time, the HR Consultant will be notified by the owners of the new hire so that New Hire Processing can be scheduled. The owners will provide to the HR Consultant the completed Employee Action Form before the date of New Hire Processing.

## Initial Start Date, New Hire Processing and Orientation

On the initial start date, employees will complete required paperwork at the scheduled New Hire Processing session. Employees must complete the necessary paperwork on the first day of work. The “New Hire Checklist” will be completed. All completed documents will be filed in the Personnel File. The applicant tracking form should be updated within one week of hire and all emails sent to those applicants who were interviewed but not selected.

New Hire Processing is followed closely by attending New Hire Orientation as conducted by the Owners.

# Recruiting Procedures

Title of Position to Be Filled:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Position is Open: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Boards Used (i.e., Craigslist, Indeed.com):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist

Job Posting Process:

* Job opening emailed to employees for consideration and referrals encouraged
* Job opening emailed to our contacts and referrals encouraged
* Internal candidates considered

Interview Process:

* Select candidates for interviews and add to applicant tracking spreadsheet
* Conduct phone screen
* Conduct in-person interview with direct supervisor
* Conduct second in-person interview with team (learn more in a second interview, for instance, whether they will be on time)
* Update applicant tracking spreadsheet
* Make final decision on candidate(s) to hire

Pre-Hire Process:

* Hiring manager makes a verbal offer
* Candidate accepts
* Hiring manager/Owner notifies HR Consultant and provides the Employee Action Form with all hire particulars completed
* New Hire Processing is scheduled with HR Consultant
* New Hire attends New Hire Processing and completes all New Hire Paperwork
* HR Consultant completes personnel file and provides to hiring manager/Owners
* New Hire attends New Hire Orientation