

Company Name

Category: Human Resources

Number: 2.003.1

Subject: Selection of Personnel

Applies: All Staff

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Purpose: To ensure the recruitment and retention of properly qualified personnel and standardize the process for selecting Agency staff.

Policy: The Agency shares with prospective employees:

1. Requirements of the vacant position.
2. Qualifications desired in the candidate.
3. Salary information applicable to the position, when appropriate.
4. A job description of the vacant position which includes the knowledge, skills, abilities and desired qualifications of the candidate.

Employees are expected to be able to perform the essential functions of their job with or without reasonable accommodation.

Procedure:

1. The Administrator or designee interviews all prospective employees. All information obtained in the selection process is only accessible by executive management with a need to know basis only.
2. Determine previous job experience through interview and review of the application and resume.
3. Check references according to Policy 2.003.2.
4. Verify licensure of all professionals for whom licensure or certification is required.
5. Provide candidate with a copy of the job description. Explain the job description and determine any limitations if any, regarding the essential job functions.
6. Compare the candidates' qualifications, education and other credentials with the job requirements. Determine if minimum requirements are met.
7. If an employment offer is extended and accepted, the employee must sign and meet the conditions set forth in the Conditional Job Offer (i.e. orientation, in-service, health screening, etc.)

Refer to:
Conditional Job Offer