



## Policy: Employee Recruitment and Selection

**ChildNet Number: CN 009.079**  
**Original Approved Date: June 22, 2010**  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**COA Standard(s): HR 1.01, 3.02**

### Statement of Policy:

ChildNet adheres to labor and employment laws while striving to ensure the attraction and retention of the most highly qualified workforce available, including making known information about employment opportunities.

Board Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

10-29-10



## Procedure: Employee Recruitment and Selection

**ChildNet Number: CN 009.079**  
**Original Approved Date: June 22, 2010**  
**Procedure Revised Date(s): May 14, 2014**  
**Procedure Sunset Date:**  
**COA Standard(s): HR 1.01, 3.02**

### Statement of Procedures:

Recruitment and selection is on the basis of qualifications only, without regard to race, religion, gender, color, age, physical or mental disability, national origin, veteran status, marital status, sexual orientation, citizenship, or any other category protected by law.

- A. To begin the recruitment efforts, the hiring supervisor must complete a personnel requisition form and provide it to Talent Management.
- B. Prior to recruiting for a position, the hiring supervisor reviews the current job description for the position and notifies Talent Management with any needed revisions.
- C. All positions are posted internally by Talent Management through sending an email notification to all employees. At times, organizational needs and the demonstrated skills and/or development plan of an internal employee may result in a role being filled without being posted.
- D. Positions can be posted both internally and externally concurrently. All external and internal postings include notice that ChildNet is an equal opportunity employer and a drug free workplace and drug testing is required.
- E. All applications and resumes are received by Talent Management. Talent Management forwards all qualified applications/resumes received within the posting timelines to the hiring supervisor.
- F. All candidates for employment are required to complete a ChildNet application form prior to an interview.
- G. Prior to interviewing any applicant, the hiring supervisor with assistance from Talent Management reviews existing interview questions and develops additional behavioral based questions as needed for the particular job opening. All applicants interviewed are asked the same questions and the hiring supervisor keeps written notes from each interview.



- H. Hiring supervisors and designees conduct all interviews and in most cases include other management staff and Talent Management in the interview process. During the initial screening, Talent Management provides a copy of the job description, explains the background screening requirements, and pre-employment drug screening process to all interviewees.
- I. Reasonable accommodation is provided to any individual with a disability to ensure he or she has an equal opportunity to succeed in the hiring process.
- J. Talent Management obtains a minimum of two employment references on all prospective employees. These references are conducted over the telephone or received in writing. If employment references are not available, personal references are substituted.
- K. Final candidates are given the opportunity to meet with current staff as available. Arrangements are made by the hiring supervisor for the candidate to meet and discuss job expectations with current staff.
- L. Once a tentative selection is made, the hiring supervisor or designee informs Talent Management to make the employment offer.
- M. After the offer of employment is made, the applicant must complete a drug screening within forty-eight hours. Should the applicant fail to meet this forty-eight hour requirement, the applicant may be disqualified from working for ChildNet for a period of twelve months. See CN 009.062 Applicant, Employee and Volunteer Background Screening policy for more information regarding drug screening.
- N. Talent Management schedules an appointment with each prospective employee to complete new hire paperwork. All background and drug screenings are initiated at this time. All offers are contingent upon the satisfactory results of all pre-employment background checks and verification of any degrees, or certifications. Any falsification of information submitted in connections with an individual's application for employment may result in termination.
- O. Internal or external employment applications, resumes, pre-employment interview questionnaires and actual postings are kept in Talent Management for a period of one year. If an internal applicant is selected, all interview documentation is filed in the employee's personnel file.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

05-27-14