

Kids Central, Inc. System of Care Policy & Procedure

Series	Human Resources	
Policy Name:	Interviewing and Selection of Employees	
Policy Number:	1141	
Origination Date:	10/01/03	Revision Date: 10/10/2010
Authority:	COA Standard HR 1.01, 1.02, 3.02; Titles VI and VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1991), Age Discrimination in Employment Act of 1967, Americans with Disabilities Act (ADEA), Executive Order 11246.	

Policy

Kids Central, Inc. will hire qualified candidates who are committed to Kids Central's mission, vision and values. Interview and selection is conducted using practices designed to ensure candidates are evaluated using consistent and reliable criteria focused on job requirements and qualifications. Kids Central, Inc. is an equal opportunity/affirmative action employer and hires individuals solely upon qualifications for the job.

Procedure

The following steps are required when selecting and recommending an applicant for employment:

1. External applicants may submit an electronic Kids Central, Inc. Employment Application and/or Resume to apply for a position at Kids Central, Inc.; however, if granted an interview, the candidate must complete an Employment Application prior to the interview if one was not initially submitted. Internal employees shall complete an In-House Job Application to be considered a candidate.
2. The hiring manager, will determine whether a candidate has the background, education, experience, and skills required to perform the position duties, along with any certifications or licenses required for the position by creating applicant review criteria in which to evaluate each application. The applicant review criteria must include numerical ranking for each component of the criteria list that can be summed and totaled. The applicant selection process documentation must be forwarded to the Human Resources Department at the end of the process for filing.

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3. Interviews are scheduled by the hiring manager with those candidates whose qualifications best match the needs of Kids Central, who meet the minimum qualifications listed on the job description, and achieve the highest scores on the applicant review criteria.
4. The hiring manager will conduct interviews and may include other program or management staff and/or a Human Resources representative, which allows the candidate to speak with currently employed staff members.
5. The hiring manager will provide a copy of the written job description to candidates who are interviewed.
6. Hiring managers must create standard interview questions that will be asked of every candidate interviewed. Interview documentation from each interview that will be submitted to Human Resources at the end of the process. Reasonable accommodation shall be provided to any individual with a disability.
7. The hiring manager may create competency tests for candidates if desired. If a competency test is used, every candidate interviewed must be given the same test. The test and scoring methodology must be submitted to Human Resources along with all candidate information.
8. When a qualified candidate has been interviewed and selected, the hiring supervisor must conduct employment reference checks. A minimum of three employment/professional references must be obtained. If employment or professional references are not available, the use of personal references is permissible.
9. Once references are obtained, the hiring supervisor will meet with Human Resources to review the candidate, determine starting salary and to complete the requisition. The Human Resources department is responsible for obtaining Department Director, Division Chief and Chief Executive Officer's signatures.
10. Once candidate is approved for hire via the personnel requisition process, the hiring manager may extend a verbal offer of employment and the opportunity for the candidate to speak with current employees if they wish. The hiring manager also informs the candidate that the offer is contingent upon the satisfactory results of the criminal background checks, drug screening, and verification of education (degrees), certifications and licenses (See Background Screening Policy). Upon acceptance of the verbal offer, the hiring manager will notify Human Resources.
11. Human Resources will contact the candidate to schedule an appointment for fingerprinting and background screening. When all background screen information is received and the candidate is cleared for hire, Human Resources will notify the hiring supervisor.

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12. If the candidate is an external candidate, the hiring manager will contact the future employee to obtain a start date. The hiring manager will communicate that start date to Human Resources. If the candidate is an internal candidate, Human Resources will coordinate a mutually agreed upon start date with the current supervisor and hiring manager.
13. The hiring manager will complete the ITRR (Information Technology Resource Request Form) and the Office Supply Order Form and submit them along with the hire date to the Human Resources Department.
14. When Human Resources is informed of the start date and receives the ITRR and Office Supplies forms, a formal offer of employment will be extended in writing. The Human Resources Department will prepare and mail the formal offer letter which is signed by the Director of Human Resources or a member of Senior Management.
15. Applicants interviewed but not selected will receive written notification from the Human Resources Department that another candidate has been selected for the vacant position.
16. Any falsification of information in connection with an individual's application for employment will result in an offer of employment being rescinded or termination of employment if the candidate is already hired.
17. All representatives of Kids Central shall be aware that employment with the company is at will and should exercise great care not to make any representations otherwise. Therefore, during the recruitment and hiring process, no statement is to be made promising permanent or guaranteed employment for any specific term.
18. Documentation of applicants who were not interviewed, candidates who were interviewed but were not hired, as well as documentation on the candidate(s) who are hired must be returned to Human Resources and retained for a minimum period of one year and three months.

Approved By:

Cynthia A. Schuler, Chief Executive Officer

Date