



Hiring

[Owner: Office of Human Resources]

Hiring of personnel requires an approved job description. Detailed information regarding job descriptions can be found in Policy IV.F (Job Description) of this Manual.

The hiring procedure is initiated by the supervising director. Once a job description and onboarding plan is approved by the Chief Operating and Financial Officer, the supervising director works directly with the Director of Human Resources to create a job posting and application process timeline.

Applications are accepted by the Office of Human Resources, who will review with the supervising director. Once a candidate has been selected, an offer is made by the director in conjunction with the Director of Human Resources.

Once a candidate has accepted the position, the director is to notify the Office of Human Resources and the onboarding process begins. The director is also responsible to work with other administrative offices to prepare to welcome the new hire. The director must follow the new hire checklist provided by the Office of Human Resources. The new hire checklist must be signed by the director and the new hire and sent to the Office of Human Resources to be filed in the employee's personnel file.