

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Interviewing and Hiring of Employees

Policy Number: 1105

Origination Date: 02/17/2009 **Revised:** Board Meeting of 12/13/2018

Regulation: CFOP 60-06
CFOP 60-15

Referenced Document:

1100-1105 x 1, Medical History Questionnaire (Form 1100-1105A)

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to be an equal opportunity employer and hire individuals based upon qualifications required for the job which they have applied.

Procedure

- A. Outside candidates for employment are required to complete a BBCBC Job Application prior to an employment interview.
 1. Candidates are required to fully complete the employment application (In-House Job Application) even if a resume is provided.
 2. There should not be unanswered questions or blanks on the employment application.
 3. Applicants will be asked to respond to unanswered questions or blanks prior to an interview. Alternatively, BBCBC maintains the right to disregard an application that is incomplete.
 4. Internal candidates will complete a BBCBC Job Application prior to an interview.
- B. The CEO or their designee or the hiring supervisor will determine whether a candidate has the background, education, experience, skills, and certifications or licenses required for the position.
- C. The CEO or their designee and/or the hiring supervisor will schedule an interview with candidates whose qualifications meet the minimum qualifications listed on the job description and best match the needs of BBCBC.
- D. The hiring supervisor will conduct interviews and may include additional program or management staff in the interview process.
- E. Reasonable accommodation will be provided to any individual with a disability to ensure they have an equal opportunity to succeed in the hiring process.
- F. After a qualified candidate has been interviewed and selected, references will be checked.
 1. A minimum of three (3) employment/professional references will be obtained.

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2. If employment or professional references are not available, the use of personal references is permissible.
- G.** The recommendation to offer a position of employment is made by the hiring supervisor.
1. Offers of employment will be extended in writing and must be approved by the CEO prior to the actual offer being made.
 2. Offers of employment may be made verbally but will be followed up in writing following the standard BBCBC format of the sample "Employment Letter" prepared by HR.
 3. All offers are contingent upon the satisfactory results of all background checks, drug screening, and verification of any degrees, certifications and licenses as required by the job description for the position.
- H.** Applicants interviewed but not selected will receive written notification indicating another candidate has been selected for the vacant position.
- I.** Any falsification of information in connection with an individual's application for employment will result in termination.
- J.** All representatives of BBCBC will 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.
- K.** Immediate family members of current BBCBC staff may be considered for employment by BBCBC, if they are qualified for the position.
- L.** Documentation of all interviews will be retained according to BBCBC's Retention of Employee Records Policy.