

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 2.3.3

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SUBJECT: HIRING PROCEDURE

DEPARTMENTS AFFECTED: ALL

APPROVED BY: Ldrship

ISSUE/12-1-90

REV. DATE: 3-7-93, 1-27-96, 6-1-98

EFF. DATE: 12-1-90

3-1-01, 3-10-16

PURPOSE: To assure full compliance with State and Federal regulations and a consistent selection process, all persons seeking employment must be referred to the Human Resources Department. Although the selection of the person to fill the vacancy is the responsibility of the hiring department manager, the selection process is to be carried out in cooperation with the Human Resources Department. Job offers shall not be made without the prior knowledge of the Human Resources Department.

PROCEDURE:

1. Applications are accepted through our electronic ATS system, through our website, links on our ads, and paper applications can be filled out at our offices in Geneva or Bloomingdale. Every employee must participate in our applicant assessment tool which is given on line.
2. All applications are reviewed by HR. Preliminary checks are done on licenses, certifications, etc. Prescreen interviews are done in person and on the phone.
3. References are checked by phone or in writing. If checking references by phone a phone reference check list is used.
5. Human Resources sets up interviews with the specific department manager or supervisor that is recruiting for an open position.
6. The department manager uses both the application (including references) the assessment tool and the interview to be sure that the candidate selected has qualifications commensurate with the anticipated job responsibilities. During the interview process, the applicant receives a copy of his/her job description and the orientation guidelines.
8. Most salary offers must be approved by the Human Resources Director before the offer is made to the applicant. The only exception would be Nursing Assistants, Teacher's Aides and Developmental Trainers, as rates are pre-determined. Offer letters are sent out to all salaried and management positions.
9. The facility Administrative Assistant will set up the pre-employment drug screen and physical and fingerprint background check.
10. All hired individuals must attend orientation. Any client related position has a minimum three-week orientation. All others must attend the first three formal days and the scheduled graduation at the end of the month.

11. All paperwork on hired and rejected applicants will be returned to the Human Resources Department.
12. Human Resources will maintain all employee files.