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| **Subject:** | New Employee Hiring Policy | | |
| **Scope:** | Agency Wide | | |
| **Prepared By:** | Director of Administration and CFO, Policy Committee | | |
| **Original Issue Date:** | 6/1/16 | **New Issue Date:** |  |

**PURPOSE:**

The purpose of this policy is to outline the process and approvals needed in order to offer a position to a prospective Triangle employee.

**POLICY, PROCEDURE and FORMS:**

Triangle believes that hiring qualified individuals to fill positions at the agency contributes to the overall strategic success of Triangle. Each employee, while employed, is hired to make significant contributions to Triangle. In hiring the most qualified candidates for positions, the following hiring process should be followed.

**Hiring Process and Procedures**

***Personnel requisitions***

Personnel requisitions must be completed to fill Triangle positions. Requisitions must be initiated by the department supervisor/manager, approved by the CFO and then forwarded to human resources.

**Personnel requisitions should indicate the following:**

* Position’s hours/shifts
* Exempt or nonexempt status of the position
* Reason for the opening
* Essential job functions and qualifications (or a current job description may be attached).
* Any special recruitment advertising instructions.

***Job postings***

All regular exempt and nonexempt job openings are posted through Triangle emails and bulletin boards for employees to review. Jobs will remain posted until the position is filled.

***Internal transfers***

Employees who have been in their current position for at least one year may apply for internal job openings. This requirement may be waived with the consent of the employee’s manager and the HR department.

Employees must complete the Internal Job Opening Request Form. The form must be completed and submitted to the HR department within one week after the job is posted.

All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department. After a transfer to a new position, employees will begin a probationary period for the new position.

***Recruitment advertising***

Positions are advertised externally based on need and budget requirements. The HR department is responsible for placing all recruitment advertising.

***Interview process***

The HR department or the hiring manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the HR department and the hiring manager.

Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended. Interview questions should be compiled by the interviewing team and reviewed by the HR department prior to the interview. After the team completes the interview process, the results of the interview should be forwarded to the hiring manager/supervisor for review. The hiring manager or supervisor has the authority to make the hiring decision.

Supervisors must use the applicant summary tracking form and notify the HR department of all interviews conducted. All applications and resumes of applicants not selected must be forwarded to the HR department for retention.

The HR department will notify applicants who are not selected for positions at Triangle.

***Reference checks, criminal background checks, and finger printing***

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

***Job offers***

If the HR department receives satisfactory results from the reference checks, criminal background check, and finger printing screen, the hiring manager/supervisor will notify the candidate to confirm the job offer. Once accepted, HR will send a formal offer letter detailing potential start date, salary, etc.

***Initial start date and orientation***

On an employee’s start date, the employee will complete required paperwork and an orientation with HR. The new employee’s manager or supervisor is responsible for providing a department orientation for the new employee.

The employee’s supervisor will complete the New Hire Checklist with new employees and review department policies and procedures.