

Company Name

Category: Human Resources Number: 2.003.1

Subject: Selection of Personnel

Applies: All Staff Page: 1 of 1

Purpose: To ensure the recruitment and retention of properly qualified personnel and standardize the process for selecting Agency staff. To ensure professional licensure or certification and other evidence of professional credentials as applicable.

Policy: The Agency shares with prospective employees:

1. Requirements of the vacant position.
2. Qualifications desired in the candidate.
3. Salary information applicable to the position, when appropriate.
4. A job description of the vacant position which includes the knowledge, skills, abilities and desired qualifications of the candidate.

Employees are expected to be able to perform the essential functions of their job with or without reasonable accommodation.

Procedure:

1. The Administrator or designee interviews all prospective home care employees. All information obtained in the selection process is only accessible by executive management with a need to know basis only.
2. Personal identification is required by each applicant for employment and verified by the agency prior to hiring of an applicant by the agency.
3. Determine previous job experience through interview and review of the application and resume.
4. Check references according to Policy 2.003.2.
5. Verify licensure of all professionals for whom licensure or certification is required. The verification must be done with the primary source and documented in the personnel file at time of hire and each renewal. Regardless of contracted or direct employee.
6. Provide candidate with a copy of the job description. Explain the job description and determine any limitations if any, regarding the essential job functions.
7. Compare the candidates' qualifications, education and other credentials with the job requirements. Determine if minimum requirements are met.
8. If an employment offer is extended and accepted, the employee must sign and meet the conditions set forth in the Conditional Job Offer (i.e. orientation, in-service, health screening, etc.)

Refer to:
Conditional Job Offer