I. **PURPOSE**
   To set policy regarding the recruitment and selection of staff.

II. **SCOPE**
    This policy applies to staff positions.

III. **POLICY**
    Recruitment activity shall be in accordance with Equal Employment Opportunity policies and with all Federal, State and local laws, hospital regulations and applicable executive orders pertaining to hospital employment procedures.
The Manager of Human Resources Services and Administrator of Compensation and Labor Relations, in collaboration with the hiring manager, shall formulate position requirements to accommodate a broad-based search for high quality candidates with the most suitable education, experience, skills, knowledge and abilities to perform the job responsibilities outlined in an approved position description. Such collaboration shall occur prior to posting the vacancy.

Applications for hospital staff positions shall be reviewed by the Human Resources Generalist to determine if the applicant meets the minimum qualifications of the vacancy.

Management may consider substitutions for relevant requirements in some instances where applicants may possess exceptional qualifications, but years of related experience or educational degree may not completely align with the stated preferences of the job description.

Final selection of candidates is solely at management’s discretion and shall be based upon assessment of the candidate’s knowledge, skills and abilities and such other criteria as management may deem appropriate.

IV. PROCEDURE

A. Prior to initiating recruitment, an approved Staff Position Transaction Form for the vacant position must be provided to the Compensation Section of Human Resources. An up-to-date job description approved by Compensation must accompany each requisition.

   - Requests for straight replacements may go directly to the Human Resources Generalist

B. The Human Resources Generalist shall contact the hiring manager to review the job specifications to be certain that the position description accurately reflects the essential functions of the job before initiating appropriate recruitment activity, including listing the vacancy on the hospital’s Career Opportunity website, print advertising or other recruitment methods.

C. All regular full and part-time positions shall be posted on the hospital’s Career Opportunity website and may also be advertised. Temporary vacancies may be listed on the website at the discretion
of the hiring manager and in collaboration with the Human Resources Generalist.

D. The hiring manager and the Human Resources Generalist shall ensure compliance with hospital policies and procedures relating to all collective bargaining agreements, layoff, recall, promotion, transfer, hiring or posting requirements.

E. Internal and external applicants must apply online through the hospital's Career Opportunities website. Online applications shall be accepted as long as the position is posted.

F. The Human Resources Generalist shall review the online applications identifying candidates with the most suitable education, experience, skills, knowledge and abilities and shall electronically forward qualifying applicant resumes to the hiring manager.

G. The hiring manager shall review the referred applicants by accessing the hospital's web-based candidate referral, screening, selection and placement system. The hiring manager shall select the applicants who will be interviewed, schedule interviews and inform the Human Resources Generalist of his/her top candidate choice by completing the web-based Vacancy Information and Candidate Assessment Record.

H. Individuals hired in positions at Grade 23 and above require approval by the hospital’s Manager of EEO, Leaves and Labor Relations before an offer of employment may be made. The online Vacancy Information and Candidate Assessment Record is completed and submitted electronically to the Manager of EEO, Leave and Labor Relations for review and approval prior to the offer being extended to the finalist.

I. The Human Resources Generalist shall notify the unsuccessful candidates who were interviewed, and for who email addresses were provided, utilizing the automated applicant notification function of the hospital’s Career Opportunity website.

V. RESPONSIBILITIES
The Chief Human Resources Officer is to ensure compliance with this policy and in collaboration with hospital leadership, shall implement this policy.