

CORPORATE POLICY

SUBJECT: Hiring

CATEGORY: Human Resources

ORIGINAL DATE: May 1, 1996

REVIEWED DATE: December 10, 2021

REVISION DATE: ~~May 24, 2023~~ July 24, 2024

I. **POLICY:**

Lake County Health Department and Community Health Center (LCHD/CHC) hires qualified individuals to fill vacant positions to contribute to the overall strategic success of the organization. Applicants hired for employment by LCHD/CHC should meet the minimum qualifications established in the approved job description. Only when no applicants can be found who meet the minimum established position qualifications, will individuals possessing lower qualifications be considered for employment. For potential internal candidates, performance and skills demonstrated during their time as an employee may offset educational degrees, years of experience, and managerial experience requirements.

Employee development is an important part of our success as an organization. We encourage employees to pursue opportunities where they can have the greatest impact on promoting the health and well-being of all who live, work and play in Lake County.

To encourage the promotion of employees, outside recruitment activities may be limited to posting a position internally for a short period of time or posting only in specific programs. Qualified LCHD/CHC candidates are guaranteed at least a screening interview and may be given priority in the hiring process based on familiarity with organizational culture and expectations. In accordance with this policy, there are certain circumstances when a position may not be posted.

To ensure that the best qualified applicants are selected, recruiters and hiring managers must confirm appropriate credentials pursuant to credentialing policies and procedures, and request references, skills assessments, samples of work or other relevant information to determine the qualifications of candidates.

Applications for employment will be received through the Applicant Tracking System (ATS) and/or provided to Health Recruitment. If any applicant or employee misrepresents their credentials, work history, education, or any other criteria for selection, an offer of employment may be withdrawn, or employment may be terminated.

Applicants must submit an authorization for a criminal background check. The existence of a criminal record will not automatically disqualify a candidate from consideration unless the candidate has been convicted of a violent offense. The substance of a criminal record will be evaluated based on the following criteria:

- Number of criminal convictions
- Time elapsed from the most recent criminal conviction
- The relationship between the criminal conduct and the position

CORPORATE POLICY

In most circumstances, arrests that do not result in a conviction will not be considered. However, LCHD/CHC reserves the right to consider an arrest if the criminal case is still pending when reviewing a candidate's background. If the results of the background check are deemed unsatisfactory for the position, the candidate will be removed from consideration. Additional background checks may be required based on the position.

Credentialing: -Recruitment of providers or other clinical staff must adhere to the Application for Appointment/Reappointment/Credentialing/Privileging policy, and the Credentialing and Privileging of Licensed or Certified Health Care Practitioners and Other Clinical Staff (Non-Providers) policy.

License Verification: For positions requiring licensure, credentials, or certification, ~~recruiters~~ Recruitment must conduct Primary Source Verification (PSV) or Credential Verification through the appropriate regulating authority to verify current license, credential, or certification status.

All official offers of employment must be approved by the HR-Human Resources Director or their designee. ~~Offers are and are~~ communicated to the candidate by the Recruiter Recruitment. If the applicant refuses the offer and/or proposes a counteroffer that is outside of the previously discussed range, the Recruiter must consult with the Hiring Manager and HR-Human Resources Director or designee to determine next steps. ~~Recruiters~~ Recruitment will communicate all job offers and discuss salaries with candidates. See the Pay Plan - Hiring, Transfers, Promotions, and Demotions policy for ~~details~~ guidance on salary offers.

After a conditional offer of employment has been extended, but before an individual can begin working, a medical examination is required, including a drug screen. The offer of employment is conditioned on the results of the medical examination and an approved drug screen result provided by the Occupational Health Contracted Provider.

Employees are to be considered for available opportunities based on performance, education, experience, other skills, knowledge, and abilities, without regard to race, color, religion, national origin, genetic information, marital status, age, sexual orientation, disability, gender identity, or gender.

II. SCOPE:
All LCHD/CHC employees.

~~III. PROCEDURE:~~

IV.III. REFERENCES:

Application for Appointment/Reappointment/Credentialing/Privileging Policy
Credentialing and Privileging of Licensed or Certified Health Care Practitioners and Other Clinical Staff (Non-Providers) Policy
The Pay Plan - Hiring, Transfers, Promotions, and Demotions Policy

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V.IV. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and the Lake County Board of Health Personnel Committee.

VI.V. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____

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