

CORPORATE POLICY

SUBJECT: Hiring Policy and Procedure

CATEGORY: Human Resources

ORIGINAL DATE: May 1, 1996

REVIEWED DATE: December 20, 2019

REVISION DATE: January 15, 2020

I. **POLICY:**

The Lake County Health Department and Community Health Center (LCHD) hires qualified individuals to fill vacant positions to contribute to the overall strategic success of the organization. Applicants hired for employment by LCHD 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. Should any applicant make any misrepresentation of their credentials, work history, education, or any other criteria for selection, whether discovered at the time of application or after accepting an offer of employment, any offer of employment will be withdrawn, and employment may be terminated. In some instances, an internal employee's demonstrated potential, training, prior performance and/or initiative may offset the formal education, years of experience, and/or managerial experience required for a promotional opportunity.

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 employees

III. **PROCEDURE:**

- A. Human Resources (HR) Recruiters will connect with Hiring Managers through an intake process to discuss the flow of the recruitment and interview process for each position.
- B. Job Posting - To encourage promotion of employees, HR may limit outside recruitment activities. Posting options may include posting a position internally for a short period of time, only in specific programs, or posting on the career website and through the applicant tracking system to capture both internal and external candidates. In accordance with this policy, there are circumstances where a position may not be posted. Qualified LCHD 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.
- C. References - HR Recruiters will check references for all candidates. All candidates will be requested to provide three (3) business or professional references. References from educational institutions and other professional references shall be accepted at the discretion of the HR Director or their designee.
- D. Credentialing - Recruitment for providers or other clinical staff should also adhere to the Application for Appointment-Reappointment Credentialing and Privileging Policy

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and the Credentialing and Privileging of Licensed Certified Health Care Practitioners or other Clinical Staff Policy.

- E. Pre-Employment Criminal Background Checks - Applicants being considered for a position will be asked to submit an authorization for a criminal background check. Social Security verifications, motor vehicle checks, and employment verifications will be performed when applicable. This shall be done before a conditional offer of employment is extended. The satisfactory completion of a background check will be determined by the HR Director or the HR Manager based on position responsibilities and the results of the criminal background check. If the results of the background check are deemed unsatisfactory for the position, the candidate will be removed from consideration for the position.
- F. Employment Offers - Once a decision has been made in the hiring of an applicant, the Hiring Manager will work with the Recruiter to discuss potential offers. Once HR receives satisfactory results from the reference checks and all necessary background checks, the official offer of employment would be made by the Recruiter and approved by the HR Director or their designee. Recruiters will make all job offers and discuss salary with the candidate to ensure consistency within the organization. See The Pay Plan Policy for details on salary offers.
- G. Pre-Employment Physicals - After a conditional offer of employment has been extended, but before the individual has started work, 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.

IV. REFERENCES:

Application for Appointment/Reappointment, Credentialing and Privileging Policy
Credentialing and Privileging of Licensed Certified Health Care Practitioners or other Clinical Staff Policy
The Pay Plan Policy

V. AUTHORS/REVIEWERS:

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

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____