

# Dependable Home Health Care, Inc.

## **POLICY AND PROCEDURE ON HIRING AND SCREENING EMPLOYEES**

### I. PURPOSE

The purpose of this policy is to outline the procedure for screening and hiring individuals for positions within the agency.

### II. POLICY

It is this agency's policy to hire and screen individuals to ensure they are a good fit for positions within the agency, have the appropriate training, and meet all requirements of employment.

### III. PROCEDURE

- A. This agency will strive to interview and select the best qualified applicants for all positions. Current employees may be given the opportunity to fill positions when there are openings for which they are qualified.
- B. Compliance: This agency follows all federal, state, and local laws and regulations, while at the same time it retains all rights and privileges of employee selection procedures not prohibited by them.
- C. Screenings: Pre-interview screenings are done by the agency designated personnel.
- D. Interviews: Interviews are arranged in such a way that they are mutually convenient to both the applicant and the designee. Additional interviews may be requested by the interviewer.
- E. Selection process: Selection decisions are made by the agency designated personnel and/or the Executive Director. The Executive Director may overrule the selection recommendation made by the interviewer.
- F. Standards: The designated personnel will receive training on interviewing and selection. At all times, they will follow the agency's standards for interviewing and selection. The Executive Director monitors practices to ensure that they comply with the standards set by the agency.
- G. Exclusions: The agency may automatically select from within or hire from outside without declaration or notice whenever that action best serves the immediate and current needs of the agency.
- H. Equal employment opportunity/affirmative action: This agency integrates its interviewing and selection efforts in the agency commitment to Equal Employment Opportunity and Affirmative Action.
- I. Minimum standards: The agency maintains minimum hiring standards and the Executive Director enforces these minimum standards. Only the Executive Director may exempt a position or an applicant from these standards, and then only case-by-case.
- J. Experience, education, and age: Applicants must meet the minimum experience, education, and age requirements for the position they are applying to fill.
- K. Licensing requirements: Applicants must meet the minimum licensing requirements for the position they are applying to fill.
- L. Verifying new employees: The Executive Director or designated personnel is responsible for the verification process for new applicants. Formal offers of employment are made contingent upon successfully completing the verification process and upon approval. A criminal history, motor vehicle history, educational, and work history check may be completed. Employees will be required to indicate if they can perform the position as described with or without accommodation. In addition to this, the agency may also require reference checks and driving records with favorable results. If the position requires, the employee will be required to show and

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maintain a valid driver's license and automobile insurance. Copies of any requested information are obtained from the selected applicant. Verification of the applicant's physical and mental ability to perform the requirements of the job may be requested.