



The Center for Family and Child Enrichment  
"Cherishing Our Children Since 1977"  
Operational Policies and Procedures

**Policy #: 3.02**

**Section: HR 3**

**Subject: Recruitment & Selection**

## **RECRUITMENT AND SELECTION**

### **PURPOSE**

To establish the authority and responsibility of The Center for Family and Child Enrichment personnel in recruiting and selecting employees and to maximize The Center for Family and Child Enrichment's effort and resources in selecting the best employees available.

### **SCOPE**

This policy applies to the recruitment and selection of employees for all positions.

### **POLICY**

When a personnel vacancy occurs, the President & CEO or designee and the Human Resources Manager will conduct a joint recruiting and selection program designed to identify the most qualified individual for the position, after carefully considering those from within the Agency.

### **PROCEDURE**

The following steps govern the recruiting and selection process:

The President & CEO or designee will: a) Place job posting announcement on the company website; b) Activate appropriate outside recruiting source(s); c) Screen incoming applications and/or resumes to identify candidates who are generally qualified and forward to the appropriate supervisor.

Although internal promotion is strongly encouraged, current employees who have documented disciplinary actions in their personnel file, or less than satisfactory performance evaluation, within the past six months prior to applying for an internal position, will not be considered.

The Human Resources Department will schedule interviews of the most qualified applicants; b) Conduct reference checks on applicants approved by the CEO or designee.

A Management Team consisting of the CEO, CFO, Program Directors, and Unit Supervisors, or any combination of the above, shall conduct employment interviews. A member of the personnel committee of the board shall be invited to participate in interviews at the discretion of the CEO.

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Applicants appear for a personal interview. Completed application forms are required for candidates who were interviewed and selected; and writing samples or assessments may also be required, for applicable positions. References from former employees, businesses, and professional schools are secured. A medical examination may be required by the Agency. A medical questionnaire must be completed by the applicant.

Employment is confirmed by offer letter from the CEO, which describes the position, the qualifications required and the salary. Employees are given a copy of the Personnel Policies Manual. A copy of the Agency's Articles of Incorporation is available upon request. Acceptance of employment must be acknowledged in writing by the employee and a copy of the signed offer letter is maintained in the employee's file.

The Agency will inform present staff members of vacant positions and will give qualified members an opportunity to apply. Appointments of present staff members to vacant positions will be confirmed in writing in the same manner as for new employees. Applicants not accepted for employment will be notified by letter.

All new applicants accepted for employment must undergo background checks and drug screening.

An individual employed from a contract or grant, whether private or government, which does not meet full cost of employment, fringe benefits, program, or is otherwise limited to either a geographic area of specific program, will be considered a temporary full-time employee and will receive all personnel rights and benefits except for seniority and retirement benefits. All prospective employees will be notified in writing prior to their employment as to their status with the Agency within the meaning of this paragraph.

If an employee is referring someone for a particular position, a resume should be submitted to the Human Resources Department, which will follow the above mentioned process. Supervisors and Managers are to return all resumes to the HR Department once the recruitment process is completed.

The selection of employees is without discrimination as to race, color, age, residence, religion, sex, national origin, sexual orientation, or membership in a union or organization whose primary purpose is the protection of civil rights or the improvement of living conditions and/or human relations.

Additionally, CFCE abides by all rules set forth by Title II of the Genetic Information Nondiscrimination Act of 2008:

*Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also*

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*restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.*

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