1. **Purpose**
	1. The purpose of this procedure is to provide detailed instructions for hiring an external candidate.
2. **Scope**
	1. The scope of this procedure applies to Managers, Supervisors, and Leads that are filling a position through direct hire (i.e. not a temporary employee).
3. **Responsibility / Hiring Process Overview**
	1. The Hiring Manager and the HR Department are responsible for different tasks throughout the hiring process as follows:
	2. Hiring Manager creates / confirms Job Description
	3. Hiring Manager requests HR to post the job
	4. Hiring Manager creates / confirms Job Training Needs
	5. Hiring Manager conducts interviews
	6. HR sends an offer letter
	7. Candidate completes pre-employment items
	8. Hiring Manager completes new hire paperwork
4. **Procedure**
	1. **Step 1:** Hiring Manager Creates / Confirms Job Description (JD)
		1. Check to see if a JD already exists by going to the JD folder on the server as shown below:

* + 1. Read the JD to make sure it generally applies to your facility.
		2. If no JD exists, you can request a template from HR to create a new one.
		3. NOTE: HR will not post a job without a JD approved by the General Manager.
	1. **Step 2:** Hiring Manager Requests HR to Post the Job
		1. Send an email to the HR Support Desk requesting that the job be posted, including all of the following information:
			+ - Job Title and Shift
				- Pay Rate (or Pay Range if applicable)
				- Where to post: Internal, External (online), or both
		2. Résumés will be routed to HR
			+ - HR will screen applicants and forward those with relevant experience to the Hiring Manager
	2. **Step 3:** Hiring Manager Creates / Confirms Job Training Needs
		1. Work with the Quality Department to confirm or create training needs for the position
		2. If training needs exist, confirm that they apply to your location, and work with Quality if any adjustments need to be made to the existing form.
		3. If it is a new position, training needs will need to be created and filed with the Quality department.
	3. **Step 4:** Hiring Manager Conducts Interviews
		1. As you receive résumés from HR, begin scheduling your interviews as soon as possible.
		2. For entry-level positions, there are Interview Questions and an Interview Checklist for you to use that will help guide you conduct the interviews. Those can be found on the server:

* 1. **Step 5:** HR Sends and Offer Letter
		1. Send an email to the HR Support Desk requesting an Offer Letter along with the following items:
			1. Interview Notes & Interview Checklist attached
			2. Résumé attached
			3. Job Title, Shift & Starting Pay
			4. Projected Start Date (Mondays only, unless Monday is a holiday)
		2. HR will email the Offer Letter to the applicant and copy the Hiring Manger
			1. The offer letter includes the background check form and a CPG Application.
			2. It details instructions for the applicant to return these items and the signed letter to the HR Desk.
	2. **Step 6:** Candidate Completes Pre-Employment Items
		1. Background Check
			1. HR submits the background check online and notifies the Hiring Manager that it is complete
		2. Physical & Drug Screen
			1. Hiring Manager will schedule the appointment at the clinic and notify the candidate of the time & location
		3. Ready to Hire
			1. When medical results are received, HR will notify the Hiring Manager and confirm the start date & time.
			2. HR will email the candidate their hire date info, along with a list of items needed for new hire paperwork.
	3. **Step 7:**  Hiring Manager Completes New Hire Paperwork
		1. Forms and detailed Instructions are on the server (see below)
			1. Hiring Manager prints forms for completion
			2. Completed forms and other items are sent to the HR Support Desk (details included in instructions)

