



POLICY: HIRING POLICY

EFFECTIVE DATE: JULY 1, 2016

POLICY NUMBER: 2016-02

PURPOSE

The purpose of this policy is to establish guidelines for the employment process and to assure that the recruitment and selection processes are consistent and identify the best qualified employees for WorkSource Montgomery, Inc., the operating arm of the Montgomery County Workforce Development Board.

BACKGROUND

The Montgomery County Workforce Development Board (WDB) calls for greater connectivity between workforce development, education, and economic development to more efficiently connect people to jobs and improve regional competitiveness. Building a stronger training and education pipeline of skilled workers requires seamless connections between the components of the system and with the skill demands of the workplace of the future. WorkSource Montgomery Inc., as the operating arm of the WDB, is the employer of record for all staff. The WDB and WSM are charged with driving innovation and transformation for the Montgomery County workforce development system.

ACTION REQUIRED

It is the Chief Executive Officer's (CEO) responsibility to inform all staff of the policy and ensure adherence and accountability of its contents.

QUESTIONS

Questions relating to this policy should be directed to the CEO at policy@worksourcemontgomery.com or at 240.403.4102.

EQUAL OPPORTUNITY EMPLOYER

WSM is an equal opportunity employer and seeks to employ individuals based upon their qualifications, experience, and ability to perform the position responsibilities. All applicants can expect a fair and completed evaluation of their application.

HIRING PROCESS

1. Posting a Vacant Position

- a. All regular vacant positions will be posted on the job bulletin board and be held open for at least ten (10) working days. For emergency or extenuating circumstances, a position may be posted for less than ten days with the approval of the Board Chair.
- b. All postings and advertisements shall identify WSM as an equal opportunity and affirmative action employer.
- c. With prior approval of the Board Chair, a vacant position may be designated as an internal posting only. Such positions will be distributed internally and distributed to selected partners only.

2. Eligibility of Transfer

Employees are eligible to apply for other job openings within WSM provided they have completed six (6) months continuous service in their present position. No more than one (1) transfer per employee will be granted in a 12-month period.

3. Recruitment for Positions

The CEO or their designee is responsible for coordinating outreach recruitment efforts. The CEO is also responsible for the development and implementation of a plan to recruit and select qualified minorities, women, and disabled individuals.

4. Application, Interview, and Selection Process

- a. Any individual interested in employment with WSM must submit a resume, complete an employment application, and provide a list of three (3) professional references.
- b. An employee interested in promotion or transfer opportunities must submit an application to the CEO.
- c. No applicants may be considered for any position until a formal application has been submitted.
- d. The CEO or their designee, which may include a consultant or a search firm, is responsible for processing and screening all applications and resumes of qualified applicants.
- e. The CEO or their designee has the responsibility to select the applicants to be interviewed and schedule the interviews. The interviewer shall ensure: (1) all candidates are asked the same questions; (2) all questions are objective, job-related, measurable and consistently applied; (3) answers to questions are documented; and (4) all applicable EEO laws are followed.

- f. Background reference checks shall be made by the CEO or their designee before an offer of employment is extended.
- g. Once a hiring decision has been made, all applications, notes, reference reports, and other materials pertaining to the applicants and/or interviews must be maintained in an Interview and Selection Process file. The offer of employment is extended after the CEO has signed the Offering Letter/Memorandum of Employment. The employee must complete all new hire paperwork on the first day of employment.
- h. Applicants who are not selected for a position will be notified by the CEO or their designee.
- i. An applicant can be disqualified from employment with WSM if he or she does not meet the minimum requirements of the position, makes a false statement on the application form or during the interview process, has committed fraud during the application or selection process, or is not legally permitted to hold the position.

5. Employment of Non-Regular Part-Time and Temporary Personnel

- a. To employ temporary personnel, individuals may be recruited in a less formal fashion than outlined in number 3 above.
- b. Each individual will complete an application.
- c. An Offering Letter/Memorandum of Employment will specify the length of time of employment and the conditions under which an extension may be offered if needed.

Approved by

CEO of WorkSource Montgomery, Inc.

Montgomery County Workforce Development Board