



## **HIRING POLICY: Process and Procedures**

### **Objective**

Crystal Falls Association believes that hiring qualified individuals to fill positions contributes to the overall progress of Crystal Falls Association. In hiring the most qualified candidates for positions, the following hiring process should be followed.

### **Hiring Process and Procedures**

#### *Personnel Applications*

Personnel applications must be completed to fill available positions. Applications must be initiated by the Office Manager, approved by the CFA Board of Directors.

Personnel applications should indicate the following:

- Position title
- Position's hours/shifts
- Essential job functions and qualifications (or a current job description may be attached)

#### *Job Postings*

All job openings are posted on CFA's website and bulletin board for employees to review. Jobs will remain posted until the position is filled.

#### *Interview Process*

The Office Manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the Office Manager.

CFA Board of Directors may conduct a Team interview. After the Board of Directors completes the interview process, the results of the interview should be forwarded to the Office Manager. The CFA Board of Directors has the authority to make the hiring decision.



All applications and resumes of applicants not selected must be forwarded to the Office Manager for retention. The Office Manager will also notify applicants who are not selected for positions.

*Reference Checks, Criminal Background Checks, Drug and Alcohol Testing, and D.M.V. Clearance*

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks.

The Office Manager will check references and contact final candidates to complete a pre-employment drug and alcohol screen and acquire D.M.V. Clearance.

*Job Offers*

If the Board of Directors receive satisfactory results from the reference checks, criminal background check, drug and alcohol screen, and D.M.V. clearance, it will notify the candidate to confirm the job offer.

*Initial Start date and Orientation*

On an employee's start date, the employee will complete required paperwork and an orientation with the Office Manager.

The Board of Directors are responsible for providing job orientation for the new employee and review policies and procedures.