



## **HIRING POLICY AND PROCEDURE**

### **POLICY:**

The Select Group of Companies believes that hiring qualified individuals to fill positions contributes to the overall strategic success of The Select Group. Each employee, while employed, is hired to make significant contributions to The Select Group. In hiring the most qualified candidates for positions, the following hiring process is applicable:

### **PROCEDURE:**

#### **Personnel Requisitions**

Personnel requisitions must be completed in order to fill all positions at all Select Group Locations. Requisitions must be initiated by the department supervisor/manager. Requisition approval by the division vice president or general manager is also required as needed and then forwarded to Human Resources. Personnel requisitions should indicate the positions' hours/shifts, status, reason for the opening, essential job functions and qualifications or any special recruitment advertising instructions.

#### **Job Postings**

All regular exempt and non-exempt job openings are posted on The Select Group web site for employees to review. Divisions with websites may also want to post their job openings on their web sites. Jobs remain on the posting until the position is filled or at management's discretion. Job postings are updated by Friday every week.

#### **Internal Transfers**

Employees who have been in their current position for at least one year may apply for internal job openings. This may be waived with the consent of the employee's manager and Human Resources. Employees must complete the "Internal Job Opening Request Form". The form should be completed and turned into Human Resources within the first week the job is posted. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by Human Resources. Once transferred to a new position, employees will enter into a new introductory period for the new position.

## **Recruitment Advertising**

Positions are advertised externally based upon need and budget requirements. Human Resources' is responsible for placing all recruitment advertising.

## **Interview Process**

Human Resources or the hiring manager will screen applications and/or resumes prior to scheduling interviews. Initial interviews are generally conducted by Human Resources by telephone. Candidates will receive a confirmation e mail from Human Resource with the date and time of the scheduled interview. The candidate will be given contact information should there be an extenuating circumstance and the candidate is unable to keep the scheduled interview time. If the candidate misses the scheduled interview, a voice mail and/or e mail message will be left for the candidate as a follow up. It is the candidate's responsibility to contact Human Resources to reschedule a missed interview. Candidates who miss an interview will be considered no longer interested unless they contact Human Resources within 24 hours to reschedule. Human Resources will inform the hiring manager of the candidate's appropriateness for additional interviews. Department Managers will schedule face to face interviews with selected candidates. Team interviews may be conducted as needed for some positions. If a team interview is conducted, a structured interview process is recommended. Interview questions should be compiled by the interviewing team. After the team completes the interview process, the results of the interview should be forwarded to the hiring manager/supervisor for review. The hiring manager or supervisor has ultimate responsibility for making a hiring decision.

All applications and resumes of applicants not selected will be forwarded to Human Resources for appropriate retention. Human Resources will notify applicants who are not selected about the closing of The Select Group positions.

## **Employment Offers**

Once a decision has been made regarding interest in hiring an applicant a verbal offer will be made contingent upon satisfactory completion of reference checks and criminal background checks by Human Resources. Human Resources will make all job offers to ensure consistency and the contingent nature of the offer. If the candidate accepts the verbal offer, Human Resources will immediately send an offer letter and new hire packet to the candidate. The packet and offer letter will be sent by Human Resources by overnight mail within 24 hours of the candidate acceptance of the verbal offer.

## **Reference Checks**

Human Resources will check references for all candidates. All candidates must provide a minimum of 3 business references and 3 personal references.

## **Criminal and Financial Background Checks**

Human Resources will contact final candidates to complete a pre-employment Criminal and Financial background check. Candidates will be given a maximum of 5 days to complete the authorization form and return it to Human Resources for processing. Candidates will fax or e mail a copy of the completed authorization form to Human Resources within 5 days to authorize the Criminal and Financial Background process. As required by California law, candidates who fail to meet the Company standards for Criminal and financial background will be notified by Human Resources and will be provided with copies of the reports received and instructions on how to protest the findings. If a candidate does not meet the Company standards for Criminal and Financial background, Human Resources will notify the hiring manager/supervisor that the candidate is not eligible for employment.

## **Drug Testing**

Human Resources will contact final candidates to complete a pre-employment drug screen. Candidates will be given a maximum of 5 days to complete the drug screen. Candidates will fax or e mail a copy of the drug screen receipt received from the testing facility or e mail the drug screen tracking numbers to Human Resources within 5 days to confirm the drug screen has been completed.

## **Job Offers**

Once Human Resources receives satisfactory results from the reference checks, criminal background check and the drug screen, Human Resources or the hiring manager/supervisor will notify the candidate and confirm the initial offer and start date.

## **Initial Start Date**

On the initial start date, employees will complete required paperwork with the hiring manager. Candidates who are not able to provide completed forms and documents required for employment will not be allowed to begin work. Employees must complete the necessary paperwork at the location of the new position. Supervisors will complete the "New Hire Checklist" with new employees and go through the policy and procedures. All documents should be returned to Human Resources as well as original completed application form, Form I-9 with a copy of supporting I-9 forms, Federal and state tax forms, sign off sheets for policy and procedures and any certifications and licensure information on the date of hire. If documents are not received within 3 business days, Human Resource will notify the hiring manager. If the employee has failed to provide appropriate documentation with 3 business days, the employee will be suspended, without pay, for an additional 5 business days. If the employee is unable to provide the appropriate documentation at the end of the additional 5 business days, the employee will be discharged.

## **Orientation & Sexual Harassment Training**

Each new hire will be scheduled to attend one of the regional Orientation classes to review company policy and procedure, complete benefit paperwork and complete the 1-hour sexual harassment policy training within 90 days of hire.

In addition, all new employees with supervisory responsibilities will be required to attend a Supervisory Sexual Harassment Training class within 6 months of their date of hire.

A listing of all orientation and sexual harassment training classes is posted on the company Intranet site under the Human Resource tab.

## **Performance Evaluations**

Each new employee is given a 90 introductory period to determine 1) if the employee made the right choice in accepting our job offer and 2) if the company made the right choice in making the job offer to the candidate. Managers/Supervisors must complete a Performance Evaluation on all candidates within the 90 day period and make a determination of the candidates continued employment. If the manager/supervisor determines the candidate is not meeting expectations, the manager/supervisor must contact Human Resources to determine the final date of employment and to initiate the final pay check process. Original performance evaluations are to be signed by both the manager/supervisor and the candidate and returned to Human Resource for the employee file.

In addition to the 90 day performance evaluation, all employees are to receive a written performance evaluation a least annually. Performance evaluations DO NOT necessarily indicate a salary increase. If a salary increase is proposed, a status change form must be completed by the supervisor/manager. If the proposed increase is in excess of the authorized range for the year, the supervisor/manager is required to review the proposed increase and the reasons for the increase with the CEO prior to completing the status change request.