



POLICY AND PROCEDURE MANUAL

Chapter:	Human Resource Management		
Title:	Recruiting and Hiring		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennially Author: Human Resources	Adopted Date: 08.2020 Review Date: 11.2023	Related Policies: Equal Employment Opportunity Diversity Equity and Inclusion Professional Licensure

Purpose:

This policy sets forth Hopeful Horizons’ (HHs’) recruitment and hiring expectations and standards to assure fair, efficient, and effective practices.

Scope:

This policy applies to

- All HH Staff
- Selected HH Staff, as specified:
- HH Board Members
- HH Volunteers
- Other:

Policy:

It is the policy of HH to provide equal employment opportunities and to seek diverse pools of applicants. HH is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws.

Although it is HHs’ preference to hire and promote from within, it is not an entitlement or requirement when filling vacant positions. Due to the variety of positions within the organization and its commitment to diversity, equity and inclusion, HH retains the flexibility to search outside the agency as needed to fill open positions with the best qualified candidates.

- A. Hiring Authority: Authorization from the Chief Executive Officer (CEO) and Human Resources (HR) is required to initiate any action for an open position, including recruitment expenditures, advertising, interviewing and offers of employment. While the CEO shall consider input from the hiring supervisor and HR, the CEO retains exclusive authority for hiring decisions.
- B. Process Management and Accountability: HR shall serve in an advisory capacity to the recruitment and hiring process to assure compliance with applicable labor laws and HHs’ policies and procedures including restrictions and/or guidance on the following:
 - [Race](#)
 - [Height and Weight](#)
 - [Financial Information](#)
 - [Unemployed Status](#)
 - [Background Checks](#)
 - [Religious Affiliation or Beliefs](#)
 - [Citizenship](#)
 - [Marital Status, Children](#)
 - [Gender/Gender Identity](#)
 - [Disability](#)

- [Medical Questions & Examinations](#)¹
- Handling Conflicts of Interest

C. Reasonable Accommodation: If required, job applicants must be afforded reasonable accommodations necessary to participate in the recruitment and hiring process. Accommodations shall be provided consistent with HHs' procedure, [Reasonable Accommodations](#).

D. Candidate Confidentiality: All applicants in the recruitment process have basic, fundamental privacy interests that HHs' hiring staff shall take care to protect throughout the process. Applicants for a position at HH may request confidentiality of their identity in the search process. HH employees will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Supervisors shall receive additional training and/or instruction, consistent with this policy and its related procedure, when they initiate a hiring process.

Definitions:

NA

Other Related Materials:

- Candidate Evaluation Form
- Position Description
- Position Posting, Recruiting and Hiring Procedure
- [Reasonable Accommodations Procedure](#)
- Background Check and Criminal Records Check Procedure
- Onboarding and Orientation Procedure

References/Legal Authority:

[Title VII of the Civil Rights Act of 1964.](#)

[Age Discrimination in Employment Act of 1967, \(ADEA\).](#)

[Americans with Disabilities Act of 1990.](#)

[What You Should Know About the Pregnant Workers Fairness Act, US Equal Employment Opportunity Commission, 2023.](#)

¹ [Prohibited Employment Policies and Practices, US Equal Employment Opportunity Commission, 2023.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
11.2023	This updates the policy to the new template; adds communication and training, other related materials and references.	R. Lucovich, HR Spec.