

The Foundation is the hiring authority. Recruitment procedures must be followed or the recruiting process and your candidate's selection will not be approved.

1. Recruitment Request
 - a. The hiring manager must complete the recruitment request and submit to the Director of Human Resources for review
 - b. To fill a position that is filled by a current employee, the employee will need to give formal, written notice of resignation before the recruitment request is approved.
 - c. Once the Director of Human Resources approves the recruitment, the request, the position will be advertised in the specified locations for a minimum of two weeks.

2. Interview Panel Selection
 - a. A minimum of two people should be on the panel, three people is preferable
 - b. The same members must be present for each interview
 - c. The lead of the panel is typically the manager of the department of which the position is being filled
 - d. The suggested panel must be sent to the Director of Human Resources for approval before application review begins

3. Review Applications
 - a. Human Resources will screen the applications to ensure the applicants meet the minimum qualifications specified on the position advertisement
 - b. Panel paper screening of applicants
 - i. The lead of the panel will create rating criteria to rate the applicants to be screened
 - ii. The Director of Human Resources must approve the rating criteria before the panel can paper screen the applicants
 - iii. Each member of the panel will paper screen the applications provided

4. Selected Candidate Interviews
 - a. Interview questions
 - i. Create an interview question screening form, a sample can be provided upon request
 - ii. Include at minimum five questions and maximum of ten questions
 - iii. Include rating key and maximum points for each question on the form
 - iv. Questions must be submitted to the Director of Human Resources for approval before commencement of interviews
 - b. Scheduling of candidates
 - i. A panel member will call to schedule the interviews for the agreed upon date
 - ii. The panel will collectively decide the number of candidates to interview
 - iii. Candidates must be interviewed according to the collective score of the panel members from the paper screening, you must interview all candidates with a score matching or exceeding the lowest ranked candidate selected for an interview
 - iv. Forward a copy of the interview schedule and the paper screening forms from each panel member to the Director of Human Resources before interview date for review and approval

5. Selection of Candidate
 - a. Once all interviews have been complete, the panel will tally the collective scores for all of the interviewed candidates
 - b. The panel will discuss the pro's and con's of each candidate and agree upon the most qualified candidate

6. Request to Hire
 - a. Once a candidate has been selected, complete the Request to Hire form with the candidate's information
 - b. Send the request to hire with all resumes, completed paper screening forms, Interview question screening forms, and the scoring sheet to the Director of Human Resources

7. Recruitment Review
 - a. The Director of Human Resources will review the entire recruitment to ensure the proper protocol was followed and the candidate selected is appropriate
 - i. If approved, the Director of Human Resources will contact the candidate and offer the position
 - A. If applicant accepts the department will be notified and must complete a new hire packet.
 - B. If candidate declines the offer, panel must either select the next most qualified candidate or open the recruitment and accept additional applications
 - ii. If not approved, the reason(s) will be listed on the request to hire and sent back to the hiring manager
 - A. If the issue(s) listed can be resolved, the hiring manager must resolve the issues and resubmit the request to hire

No employee can begin work until the Director of Human Resources has approved all recruitment documents and cleared the employee for hiring. The department will be notified by the Foundation of the official date the employee can report to work. The employee will be sent an offer letter by the Foundation.

If the position is benefit eligible, complete the following as well:

8. Benefit Orientation
 - a. All newly hired benefited employees of the Foundation must report to the Foundation for a benefit orientation. The scheduled date and time for the orientation will be listed in the offer letter sent to the candidate
 - i. Employees should bring two forms of identification (Passport or CA driver's license and social security card), the birth dates and social security numbers of children and spouse (if they will be enrolled in the benefits program), the job offer letter received from the Foundation, birth certificate, guardianship certificates or adoption certificates for any child(ren) dependents to be added, and marriage license or certificate of domestic partnership for adding a spouse.