

Human Resource Procedures

Section 1.00	Human Resources	Date Issued:	April 2017
Title:	Exempt Recruitment and Selection Procedures	Date Revised:	April 2017

Recruitment Procedure

- All exempt job descriptions and job titles must be reviewed and approved by HR as the first step.
- HR will point job position accordingly and make salary range recommendation to Hiring Manager and COO based on scope of position.
- Hiring Manager to submit the approved, completed **Staff Requisition Form** with finalized job description to The Senior VP and COO and Human Resources.
- All vacancies must be approved before HR will post to begin the selection process.

Selection Procedure

- Human Resources will receive resumes and will forward to the hiring supervisor for review.
- Human Resources will send acknowledgment of receipt to all candidates.
- Hiring supervisors should identify the most appropriate candidates for interviewing.
- Phone pre-screens will be conducted in partnership with HR.
- In keeping with our Child Protection Guidelines, two interviewers, in partnership with HR., should interview candidates.
- It is recommended that the hiring supervisor meets/interviews the candidate at least twice in person. (Many times, it is in the second interaction that you learn more about the candidate).
- Candidates must have complete background checks and references completed before a formal offer is given.
- Consultation with Executive Director, COO and Human Resources is required before making an offer.
- Human Resources will extend the job offer and confirm start date.
- Human Resources will prepare a formal written offer letter.

Notification of Unsuccessful Candidates

- Human Resources will communicate with all unsuccessful candidates who were interviewed, but did not get the position. Remember all candidates are potential YMCA members, volunteers, and/or donors and it is important that each candidate has a positive interviewing experience, whether offered a position or not.
- Human Resource will maintain records of the hiring decision (applications, resumes, etc.) for a period of one year following the hiring decision.

New Hire Paper Work Procedure

- Hiring supervisors will have already conducted the employment reference checks and backgrounds checks during the selection process for the selected final candidate.
- Hiring supervisors must complete the New Hire Form, Performance Standards, and the necessary hiring forms to send to HR.