

<i>CMP MH/DS</i>		
POLICIES AND PROCEDURES		
Recruitment and Hiring	Date Issued: July 2011	Policy # 100010
	Date Revised: 2/8/16	Page 1

POLICY –It is the policy of Carbon-Monroe-Pike MH/DS to recruit and select the most qualified candidates for vacant positions and to do so in a manner that provides equal employment opportunity, ensures open competition, and prohibits discrimination.

The Carbon-Monroe-Pike MH/DS will not discriminate on the basis of race, color, creed, disability, handicap, ancestry, national origin, age or sex, or genetic information as stated in the Affirmative Action Plan submitted to the Department of Public Welfare. Reasonable accommodations will be made for any handicapped employees to perform their job. A copy of the Affirmative Action Plan will be available to all employees. Illegal users of drugs are not "individuals with disabilities" under the Americans with Disabilities Act definition. Affirmative action and compliance forms are filed in the Administrative Office.

Upon proper approval of the County Commissioners, the person selected is hired at an agreed-upon salary and date. Persons hired are on a six-month probationary period. Veterans are granted hiring preference.

As a condition of employment, all potential employees must provide PA Child Abuse History and Criminal History Record clearances and FBI Fingerprint Clearances under the PA Child Protective Services Law. CMP MH/DS will assist individuals in obtaining the FBI Fingerprint Clearance. Employees must also provide Employment Eligibility verification under the U.S. Immigration Reform & Control Act of 1986.

All applicants may be required to submit verification of any of the following:

- Education (Official College Transcripts)*
- Employment History
- References
- Valid Driver’s License and Proof of Vehicle Insurance
- Satisfactory Pre-Employment medical physical within 48 hours of an employment offer
- Additional requirements such as relevant personal data

In addition, the Human Resources Department will verify that an applicant’s name **does not** appear on any Medicaid Exclusion List (OIG LEIE, GSA EPLS and DPW’s Medichex List). This verification will be performed by Human Resources upon hire and monthly thereafter. If an employee’s name is found on such a list, the offer of employment will be rescinded.

Following the pre-employment screening process a recommendation of hire will be made to the agency Administrator in consultation with the Human Resources Director. All pertinent documentation will be reviewed. Final selection will be approved by Human Resources and the Administrator.

The Carbon-Monroe-Pike MH/DS reserves the right to research an applicant's background to verify information contained in the resume and/or any part of the application submitted by the applicant. Discrepancies, misrepresentations, or falsehoods are grounds for immediate dismissal.

ALL POLICIES, STANDARDS, DIRECTIVES, RULES OR REGULATIONS, CONTAINED IN THESE MATERIALS AND HOWEVER DENOMINATED, DEVELOPED, PUBLISHED OR PROMULGATED BY CMP ARE SUBJECT TO CHANGE, REVISION, MODIFICATION OR WITHDRAWAL BY CMP AT ANY TIME WITHOUT NOTICE AND SUBJECT ONLY TO ANY REQUIRED GOVERNMENTAL APPROVALS AS TO SUCH CHANGES OR MODIFICATIONS.

<i>CMP MH/DS</i>		
POLICIES AND PROCEDURES		
Recruitment and Hiring	Date Issued: July 2011	Policy # 100010
	Date Revised: 2/8/16	Page 2

***applicable to all employees hired after July 1, 2011.**

Procedures

Prior to Recruitment a determination must be made on whether the vacancy will be filled.

The following steps are required before recruiting for a **new position**:

- A. The supervisor is required to create a job description for the new position. The Human Resources Department will work with the program manager to create an appropriate Job Description.
- B. The Human Resources Department will evaluate the position and will place the position within the appropriate salary grade. The program manager will receive notification of the salary grade.
- C. After the position and salary have been determined the information will be forwarded to the administrative secretary to place on the Joinder Board Agenda for approval. The program manager will receive notification of the Joinder Board’s decision regarding the new position.
 - 1. If the new position is approved by the Joinder Board, Human Resources will create an internal posting for the position and begin the recruitment process.
 - 2. If the new position is not approved by the Joinder Board, Human Resources will inform the program manager. A meeting may be scheduled to obtain additional information to resubmit the position.

The following steps are required before recruiting for an **existing position**:

- A. The program manager must review the current position description for accuracy. If a position description does not exist for a vacant position, one must be created and approved by the Human Resources Department before recruitment can begin.
- B. Human Resources will create an internal posting for the position and begin the recruiting process.

Recruitment:

The Carbon-Monroe-Pike MH/DS is an Equal Opportunity Employer. Applicants entitled to veterans’ preference who meet all required employment criteria receive additional consideration in recognition of their military service pursuant to the PA Military Code, 51PA C.S.A. Sec. 101. In the case that there are multiple equally qualified applicants, and one requests veterans’ preference, the veteran shall be offered the position. Veteran’s preference will be confirmed by the submission of a DD-214 form or other military documentation.

ALL POLICIES, STANDARDS, DIRECTIVES, RULES OR REGULATIONS, CONTAINED IN THESE MATERIALS AND HOWEVER DENOMINATED, DEVELOPED, PUBLISHED OR PROMULGATED BY CMP ARE SUBJECT TO CHANGE, REVISION, MODIFICATION OR WITHDRAWAL BY CMP AT ANY TIME WITHOUT NOTICE AND SUBJECT ONLY TO ANY REQUIRED GOVERNMENTAL APPROVALS AS TO SUCH CHANGES OR MODIFICATIONS.

<i>CMP MH/DS</i>	
POLICIES AND PROCEDURES	
Recruitment and Hiring	Date Issued: July 2011
	Date Revised: 2/8/16
	Policy # 100010
	Page 3

Recruitment files shall be created for each vacancy and maintained for three years.

- A. Internal Recruitment (Non-bargaining unit and Bargaining unit positions)
 - 1. Vacancies will be posted according to the process established by the collective bargaining agreement.
 - 2. In compliance with the Department of Public Welfare requirements for merit systems in Mental Health/ Mental Retardation agencies, competitive appointments to any Carbon-Monroe-Pike MH/DS vacancy may be made available to any paid/ unpaid intern that progresses satisfactorily through an internship as sponsored by a duly accredited institution of higher learning and as approved by Carbon-Monroe-Pike MH/DS. For purposes of hiring, interns shall be considered internal candidates for vacant positions.
- B. External Recruitment (Non-bargaining unit and Bargaining unit positions)
 - 1. Advertisements in Periodicals, Journals, and Newspapers
 - a. The department should write a rough draft of the advertisement and submit it to the Human Resources Department.
 - b. All advertisements will identify Carbon-Monroe-Pike MH/DS as an equal opportunity employer. As such, only the essential job functions should be included in any type of recruitment advertisements. It is important that only Bona Fide Occupational Qualifications (BFOQs) are listed in the advertisements in order to avoid serious legal ramifications.
 - c. The Human Resources Department will review the draft and discuss any recommended revisions with the department.
 - d. The placement of advertisements in local newspapers, minority, publications, local Bureau of Employment office(s) and appropriate professional and technical journals will be determined by the vacancy and Carbon-Monroe-Pike MH/DS's workforce.
 - 2. PA CareerLink (Job Gateway)
 - a. The Human Resources Department will list all vacancies that are advertised externally on the CareerLink website. Departments may not advertise a vacancy with CareerLink without prior approval from the Human Resources Department.
 - 3. Job Fairs
 - a. A Human Resources representative will attend appropriate job fairs for recruiting purposes. Any department interested in participating in a job fair should contact the Human Resources Department for information.
 - 4. Internet Websites
 - a. All job postings will be posted on Carbon-Monroe-Pike MH/DS' internal and external websites.

<i>CMP MH/DS</i>	
POLICIES AND PROCEDURES	
Recruitment and Hiring	Date Issued: July 2011
	Date Revised: 2/8/16
	Policy # 100010 Page 4

- b. There are numerous web sites available for posting job vacancies. The Human Resources Department may post a vacancy on various “Job Posting Websites”. Departments may not advertise a vacancy on any website without prior approval from the Human Resources Department.
5. Employment Agencies
- a. If a department wishes to utilize the services of an employment agency, the department should contact Human Resources. The Human Resources Department will contact the agency and negotiate billing rates, etc.

Application Process:

Applications/Resumes will be accepted by the Human Resources Department of Carbon-Monroe-Pike MH/DS. Applications/Resumes will be accepted through our ADP Recruitment module which can be accessed via CMP MH/DS website, careers tab. Applications received by mail, fax, email, drop-off or referred by an employment website must all be forwarded to the Human Resources Department. If an applicant attempts to apply directly with a department, the department may not accept the application and is required to direct the applicant to the Human Resources Department.

- A. The Human Resources Department will review all applications/resumes to determine if the applicant meets the minimum qualifications of the position for which he/she applied.

Interview and Selection

It is essential for all managers who are involved in the employment process to be aware that the following should NOT be discussed or obtained prior to a conditional offer of employment being extended:

- Age/Date of Birth
- Marital Status or any information regarding family situation
- Medical Information
- Race
- Religion
- Sexual Preference
- National Origin
- Political Affiliation

This includes photocopies of Drivers’ Licenses, Photo Identification, or any Identification Cards, etc. This list is not all-inclusive - managers should consult with the Human Resources Department for more specific information.

ALL POLICIES, STANDARDS, DIRECTIVES, RULES OR REGULATIONS, CONTAINED IN THESE MATERIALS AND HOWEVER DENOMINATED, DEVELOPED, PUBLISHED OR PROMULGATED BY CMP ARE SUBJECT TO CHANGE, REVISION, MODIFICATION OR WITHDRAWAL BY CMP AT ANY TIME WITHOUT NOTICE AND SUBJECT ONLY TO ANY REQUIRED GOVERNMENTAL APPROVALS AS TO SUCH CHANGES OR MODIFICATIONS.

POLICIES AND PROCEDURES		<i>CMP MH/DS</i>
Recruitment and Hiring	Date Issued: July 2011	Policy # 100010
	Date Revised: 2/8/16	Page 5

A. Selecting Applicants to be Interviewed

1. Any interested candidate satisfying the minimum requirements is eligible for the position regardless of gender, race, religion, national origin, disability, color, sexual preference, political affiliation, marital status, or veteran's status. It is the intent of Carbon-Monroe-Pike MH/DS and the responsibility of management to ensure equal opportunity for all persons in the area of employment.
2. All resumes and applications received for open positions will be screened utilizing CMP's Application Screening Guide. As a result of the initial review of applicants, all candidates will fall into one of the following three categories:
 - a. Lead candidates: Those whose qualifications, experience, and salary requirements are in line with the vacant position.
 - b. Possible candidates: Those that do not represent as good a match as the lead candidates but appear to come close and would be considered.
 - c. Candidates who are clearly not qualified.
3. The lead candidates and possible candidates will be selected for a telephone screening. Those candidates who successfully complete the telephone screening will be invited to an in-person interview.
4. The number of candidates actually interviewed will vary but a general guideline would be to interview three to five lead candidates.
5. If none of the lead candidates are hired, the applicants considered possible candidates should be carefully reviewed and selected for an interview.
6. If no qualified candidates are found, the Program Director should consult with the Human Resources Department to discuss additional options.
7. New positions may become vacant during or soon after an interview process has started or ended, for the same or similar position. In those cases the possibility exists that a candidate interviewed for the first position is offered position two.
 - a. The applicant must have been interviewed and received a favorable interview rating within the last 3 months in order to be considered for the new position.

B. Checking References

1. The candidate should be informed that Carbon-Monroe-Pike MH/DS will be conducting reference checks as part of the selection process. The candidate should be asked to provide the names, titles, and phone numbers of previous supervisors, if they have not already done so on the application. Reference checks are required to verify the validity of the information the candidate

CMP MH/DS	
POLICIES AND PROCEDURES	
Recruitment and Hiring	Date Issued: July 2011
	Date Revised: 2/8/16
	Policy # 100010 Page 6

provided on the application/resume and/or during the interview. Educational qualifications, work experience, military records, etc. should be verified.

2. The Human Resources Department is responsible for completing the reference checks.

C. Assessing the Candidate

1. Each candidate will be asked to complete an assessment form to assess their writing and self-reported computer skills.
2. Each candidate applying for the same vacancy will be interviewed by the same interview panel whenever possible.
3. Each interviewer will be given a question/scoring sheet to assess the candidate.

The candidate should be scored on the basis of their answers and/or discussions resulting from the interview questions.

D. Selecting a candidate

1. After completing the interview the question/scoring sheets will be collected by the Human Resources Department.
2. After all scheduled candidates for the vacancy have been interviewed the Human Resources Department will tally and average the interview question/scoring sheets for each candidate. The interview panel will make a recommendation based on the interview and the interview scores. In most cases the recommended candidate will have a score within the top three highest scores.
3. All the average scores for each applicant along with the recommendation will be presented to the Administrator for final approval of the recommended candidate. (Pre-Employment Administrator Approval Form)
 - a. The Administrator and/or Human Resources may be in contact with the interview panel for clarification concerning a candidate.
4. The Administrator will return the Pre-Employment Administrator Approval Form to Human Resources either approving or denying the recommended candidate.

Offering a Position:

- A. Prior to extending a conditional offer for a management/confidential position, the Human Resources Department will consult with the Program Director of the department to discuss the appropriate salary for the candidate.
- B. The Human Resources Department will verbally extend a conditional offer of employment to the candidate. If the candidate accepts the offer, the Human Resources Department will follow up with the conditional offer in writing.

<i>CMP MH/DS</i>		
POLICIES AND PROCEDURES		
Recruitment and Hiring	Date Issued: July 2011	Policy # 100010
	Date Revised: 2/8/16	Page 7

- C. The Human Resources Department should impress upon the candidate that the offer of employment is conditional upon successful completion of the pre-employment screening process which includes a criminal background check, child abuse background check, FBI background check, verified educational history, a drug/alcohol screen and a physical examination which is required of all applicants. In addition, the Human Resources Department will verify that an applicant's name **does not** appear on any Medicaid Exclusion List (OIG LEIE, GSA EPLS and DPW's Medichex List). This verification will be performed by Human Resources upon hire and monthly thereafter. If an employee's name is found on such a list, the offer of employment will be rescinded.
- D. The Human Resources Department should exercise caution when making the offer of employment to ensure that these offers do not promise more than what is intended. Offers should not imply a contract for employment, and should be legally defensible against such charges and consistent with Carbon-Monroe-Pike MH/DS' policies and procedures.
- E. If the candidate accepts the conditional offer, the Human Resources Department will begin the "New Hire" process, which includes departmental emails, inter-departmental paperwork, help-tickets and sending a package of New Hire information to the selected candidate.

Pre-Employment Screening:

After the candidate has accepted a conditional offer of employment the pre-employment screening process begins. The employment offer may be withdrawn if any part of the pre-employment screening is not completed, not completed in a timely manner, or is returned with a negative result.

- A. Criminal History Record Information/Child Abuse History Clearances
 - 1. The new hire is informed that the Criminal History Record Information/Child Abuse History Clearances are a condition of employment during the verbal offer.
 - 2. If the new hire does not have the forms or contact information to complete the clearances, the Human Resources Department will provide the required forms and/or information.
 - 3. It is the new hire's responsibility to complete the Criminal History Record Information/Child Abuse History Clearances and to send copies of such clearances to the Human Resources Department within three (3) weeks of the new employee's start date.
- B. FBI Fingerprint Clearance
 - 1. On the new hire's first day of work the Human Resources Department will assist the new hire with the FBI Fingerprint Clearance process. It is the new hire's responsibility to complete the process and submit copies of the

CMP MH/DS	
POLICIES AND PROCEDURES	
Recruitment and Hiring	Date Issued: July 2011
	Date Revised: 2/8/16
	Policy # 100010 Page 8

completed clearance to the Human Resources Department within three (3) weeks of the new employee's start date.

- C. Verified Educational History (for new hires as of July 1, 2011)
 - 1. The new hire is informed that they must provide verified educational history as a condition of employment during the verbal offer.
 - 2. It is the new hire's responsibility to have sealed transcripts sent from the colleges/universities to the Human Resources Department within three (3) months of the new employee's start date.
 - 1. The transcripts will then be compared to the educational requirements of the position. If the transcripts do not match the educational requirements of the position the offer of employment shall be withdrawn.
- D. Convictions
 - 1. Unless otherwise required by law, only job-related criminal convictions shall be considered when determining employment clearance for an applicant. Departments should contact the Human Resources Department to determine the extent to which a conviction may be job-related.
- E. Medical Screening
 - 1. The new hire is informed that they must pass a pre-employment physical as a condition of employment during the verbal offer. The Human Resources Department will coordinate sending the forms to the new hire during the verbal offer. The forms will be sent via email or picked up at the office.
 - 2. All new hires are required to complete the medical screening process consisting of a drug screen, physical exam and lifting test within 48 hours of the verbal offer.
 - 3. If the new hire fails the drug screen, the offer of employment shall be withdrawn
 - 4. If the new hire is unable to perform the essential functions of the position with or without a reasonable accommodation, the new hire's offer of employment shall be withdrawn by the Human Resources Department.
- F. Medicaid Exclusion List - The Human Resources Department will verify that an applicant's name does not appear on any Medicaid Exclusion List (OIG LEIE, GSA EPLS and DPW's Medichex List). This verification will be performed by Human Resources upon hire and monthly thereafter. If an employee's name is found on such a list, the offer of employment will be rescinded.

Transfers and Reassignments

- A. If a current employee bids on a position considered a lateral transfer or reassignment and is selected to fill the vacancy, the Human Resources Department will meet with both departments to determine a timeline of when the employee shall move to the new department.

CMP MH/DS		
POLICIES AND PROCEDURES		
Recruitment and Hiring	Date Issued: July 2011	Policy # 100010
	Date Revised: 2/8/16	Page 9

- B. The Human Resources Department will notify the employee of the selection and of the date the transfer/reassignment will take place. Salary information will be discussed at that time if necessary.

Promotions

- A. If a current employee is bids on a position considered a promotion and the employee satisfies the selection requirements (see Interview & Selection A), the employee will be interviewed.
- C. After interviewing, if the employee is the selected candidate, the Human Resources Department will meet with both departments to determine a timeline of when the employee shall move to the new department.
- B. The Human Resources Department will notify the employee of the selection and of the date the promotion will take place. Salary information will be discussed at that time if necessary.

Revision History:

Revision	Date	Description of changes	Requested by
1	January 2012	Agency name change from CMP MH/MR to CMP MH/DS. Included ADP Recruitment Information	
2	2/8/16	Included paragraph for previously interviewed applicants	