

NWF Health Network Policy & Procedure

Series: 1100: Human Resources

Policy Name: Interviewing and Hiring of Employees

Policy Number: 1105

Origination Date: 02/17/2009 **Revised:** Board Meeting 12/14/2023

Regulation: CFOP 60-06
CFOP 60-15

Referenced Document:

Policy

It is the policy of NWF Health Network (NWFHN), to be an equal opportunity employer and hire individuals based upon qualifications required for the job which they have applied.

Procedure

- A. Outside candidates for employment are required to complete a NWFHN Job Application prior to an employment interview.
 1. Candidates are required to fully complete the employment application even if a resume is provided.
 2. There should not be unanswered questions or blanks on the employment application.
 3. Applicants will be asked to respond to unanswered questions or blanks prior to an interview. Alternatively, NWFHN maintains the right to disregard an application that is incomplete.
 4. Internal candidates will complete a NWFHN In House Job Application prior to an interview.
- B. The CEO or their designee or the hiring supervisor will determine whether a candidate has the background, education, experience, skills, and certifications or licenses required for the position.
- C. The CEO or their designee and/or the hiring supervisor will schedule an interview with candidates whose qualifications meet the minimum qualifications listed on the job description and best match the needs of NWFHN.
- D. The hiring supervisor will conduct interviews and may include additional program or management staff in the interview process.
- E. Reasonable accommodation will be provided to any individual with a disability to ensure they have an equal opportunity to succeed in the hiring process.
- F. After a qualified candidate has been interviewed and selected, references will be checked.
 1. A minimum of three (3) employment/professional references will be obtained.
 2. If employment or professional references are not available, the use of personal references is permissible.

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- G. The recommendation to offer a position of employment is made via email from the Program Director to the CEO, COO or CFO for approval.
 - 1. Offers of employment will be approved in writing by the CEO, CFO or COO prior to the actual offer being made.
 - 2. Offers of employment may be made verbally but will be followed up in writing following the standard NWFHN Offer Letter signed by the CEO, CFO or COO
 - 3. All offers are contingent upon the satisfactory results of all reference checks, background checks, drug screening, and verification of any degrees, certifications and licenses as required by the job description for the position.
- H. Any falsification of information in connection with an individual's application for employment will result in termination.
- I. All representatives of NWFHN will be aware that employment with the company is at will and should exercise great care not to make any representations otherwise. Therefore, during the recruitment and hiring process, no statement is to be made promising permanent or guaranteed employment for any specific term.
- J. Immediate family members of current NWFHN staff may be considered for employment by NWFHN, if they are qualified for the position and will not be under any level of supervision by the current staff, nor in a position of any level of supervision of current staff that are related to the new hire.
- K. Documentation of all interviews will be retained according to NWFHN's Retention of Employee Records Policy.