

PRE-HIRE

Henry County General Health District Recruitment, Selection, Hiring, and Orientation Process

Recruitment

- Identify essential functions and skills, education, and experience needed for position (Division Director and Office Manager/HR Coordinator, in collaboration with Health Commissioner)
- Identify and rank desired attributes to create interview matrix (Division Director in collaboration with staff and management team)
- Review/update existing (or create, if new) position description (Division Director and Office Manager/HR Coordinator, in collaboration with Clemans-Nelson, and Health Commissioner approval)
- Create and post internal posting (for 5 days) with brief description of position, essential functions, required training/education/experience, FT/PT status, if PT position can be combined with any other PT positions, pay grade, pay range, application deadline, posting dates, and copy of position description (Division Director and Office Manager/HR Coordinator, with Health Commissioner approval)
- Receive letters of interest with current resume and three references at humanresources@hcnycghd.org (Office Manager/HR Coordinator)
- Proceed to Selection process if there are internal candidates; if not, continue to external posting
- Develop external posting (Division Director and Office Manager/HR Coordinator, with Health Commissioner approval)
- Post externally in local newspapers, on HCHD website, other locations if pertinent to position (Office Manager/HR Coordinator in collaboration with Division Director)

Selection

- Select or develop interview questions (Division Director in collaboration with Office Manager/HR Coordinator, Health Commissioner, and/or staff)
- Create crosswalk with interview matrix (Division Director)
- Review resumes and select candidates to be interviewed (Division Director and Office Manager/HR Coordinator)
- Conduct telephone interviews, if necessary, to reduce field of candidates to manageable number (Division Director and/or Office Manager/HR Coordinator)
- Schedule face-to-face interviews and send formal application, position description, pay range, and HCHD Standards of Conduct to each candidate (Division Director or Office Manager/HR Coordinator)
- Conduct first round of interviews to select 2-4 acceptable candidates (Division Director and Office Manager/HR Coordinator)
- Conduct reference checks of final candidates to confirm acceptability of final candidates (Division Director and/or Office Manager/HR Coordinator)
- Select and meet with peer interview team to set interview dates/times, distribute interview matrix and resumes, assign interview questions, and review unallowed questions (Division Director and/or Office Manager/HR Coordinator)
- Schedule second interviews (Division Director or Office Manager/HR Coordinator)
- Conduct second round of interviews (Peer Interview Team)
- Tabulate interview scores (Division Director)

Hiring

- Meet with Health Commissioner to present hiring recommendation(s)
- Select final candidate and determine job offer (Health Commissioner, in collaboration with Division Director)
- Contact final candidate to make verbal job offer (Division Director)
- Confirm verbal acceptance of job offer and start date with Health Commissioner (Division Director)
- Send formal job offer (prepared by Health Commissioner) and employment package (Office Manager/HR Coordinator)
- Complete criminal background check (Office Manager/HR Coordinator or Division Director)
- Contact Clemans-Nelson for creation of personalized position description (Office Manager/HR Coordinator)
- Schedule orientation (Office Manager/HR Coordinator and/or Division Director)
- Present hiring recommendation to Board of Health for formal approval (Health Commissioner)

Anne Goon, MS, RD, LD, Health Commissioner
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Future Orientation Process

POST – HIRE BUT PRIOR TO START

<u>Supervisor</u>	<u>Human Resources Manager</u>	<u>Fiscal Officer</u>
Confirm orientation date with HR and communicate to new hire	Review proof of residency – 5 years in Ohio or FBI check	Prepares packet to be sent to applicant including:
Explain fingerprinting process and requirements to new hire	Complete form for background check – either FBI or BCI check as appropriate.	Certificate of Appointment, W-4, IT-4, School District Form, I-9 form, OPERS Form, SSA-1945 Form, Direct Deposit form, Health Insurance Application and election, Life insurance, Notice of Receipt of Cobra, Policy Review (county), Ohio Ethics Law, Deferred Compensation
Explain proof of residency requirements to new hire	Complete PO for background check	
Assign work station and computer, determine which printer will be used	Send completed form to EK to have computer set up prior to start date	
Complete Computer User Access Request with specific information for this employee	Obtain copy of Driver’s license, SS Card, Proof of Insurance, and Payroll forms upon completion	
	Add to IN/OUT Board (computer)	Mail fiscal packet to home (or hand when here)
	Confirm start date and schedule orientation	
	Schedule Preparedness Training	
	Schedule DON training	

POST-HIRE

Human Resources	Supervisor or Director	Nursing Director	Preparedness	Fiscal Officer
Discuss depts. and clinics – brief tour, introduction to staff	Introduction to work area	Blood borne Pathogen Training	Safety Equipment	Confirm Fiscal paperwork
Issue keys per department guidelines	Time sheet completion – codes, department, etc	Exposure control plan	Review Safety Handbook	Copy information- originals to Auditor
Work Hours – HD general	Work Hours – dept. specific	Incident Reports	All Hazards Response Plan	Review Colonial Life
Work Attire – Jeans Day; Fun Committee	Work Attire – dept. specific dress code	Administer or schedule TB test and Hepatitis B injection	Ohio TRAIN orientation	Set up number in Access
Introduction to website, review computer use policy	Use of computer – passwords, codes, internet	OSHA training???	ICS Orientation	Set up pay type in Access

Future Orientation Process

How to use in/out board	Assign mailbox		Epi Plan	Set up HDIS
	Telephone extensions – coworkers, supervisor numbers			Create Timesheets and give to Director
Discuss parking	Department vehicles and Prox card use if applicable			
Use of Telephones – basic instruction review, etiquette	Complete request for ID badge with picture to Dan, prox card if needed			
Issue Keys	Review CPR status, add to CPR list on I drive			
Parking – at least 6 rows back	When and how to lock and unlock front doors		<u>DAN</u> ID badge	<u>ANNE</u> Orient to Pillars
What to do if calling off/sick – general	Department specific call off procedure			
ONLINE TOPICS	Review probationary period		<u>Clerical Staff</u> Introduction to Workroom and machines	<u>QI Coordinator</u> Awareness of QI; Accreditation overview
Personnel policy manual self-study – confirm signed form is received	Review position description		<u>Nancy</u> Set up Eaglesoft users upon request	
Review specific personnel policies – tbd: Computer user, probationary period and evaluation system, annual review, call off procedure, Code of Conduct, MORE CAN BE MOVED TO HERE – THINK ABOUT THIS!				