



*"Creating Life Opportunities"*

## Policy and Procedure # 601

### Personnel Hiring Process

Approval: \_\_\_\_\_ Effective Date: 5/9/24

**POLICY:** Employee hiring will be accomplished within established guidelines of all licensing agencies, state and federal laws and EFI Policy and Procedures. The Human Resources department along with Department Directors shall only hire and retain employees who meet all mandated and company defined requirements. EFI values its employees and believes in promoting from within whenever possible. All job openings will be posted in the Kimbel Building break room. Interested employees will complete a Job Interest Letter. Interviews and selection will be conducted in a timely manner and consideration will be given based on business needs, candidate qualifications and past job performance.

All employees will be expected to satisfactorily complete at least 6 months in their current position before applying for a lateral transfer or promotion to another position within the company. Any employee that is on any type of corrective or disciplinary action is not eligible to transfer or promote. Exceptions to these requirements may be made in writing by the Executive Director when an employee's performance is exceptional and an earlier date for a lateral or promotional opportunity would benefit both the company and the employee.

#### PROCEDURE:

##### 1. Hiring and Training:

- A. The Human Resources Department will manage and oversee the personnel hiring process by:
  1. Being informed by the hiring supervisor and posting/tracking all openings at EFI.
  2. Responding to identified hiring needs in a timely manner by:
    - a. Posting all openings in the Kimbel Building break room, on the EFI website and with Work Source or other recruitment sources as needed.
    - b. Ensuring all staff files are housed in the HR department in locked file cabinets, and are updated as necessary. Staff files are strictly confidential. Staff may view any content in their folders by making an appointment with the HR staff.
- B. Completed applications will be given to Human Resources for screening of requirements and qualifications. Human Resources will ensure all background checks are completed and referred to the Executive Director for disposition if a question exists.
- C. Human Resources will manage all reference checks in conjunction with the hiring department director.
- D. Human Resources will refer appropriate candidates to the department director for interviews.
- E. Department directors will or will designate an employee to conduct the interview process and deliver completed interview packets to Human Resources for file maintenance. Human Resources and the department



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Directors will work together on interview questions, desired responses, and candidate scoring to ensure consistency and fairness.

- F. Human Resources in conjunction with the department directors will manage scheduling the new hire orientation which includes, but is not limited to, corporate orientation, residential specialty training, functional assessment training, and job shadowing, as well as other training as needed.
  - G. Department Directors shall be responsible for scheduling their new employees in their respective areas; those schedules will be ready and given to the new hire at their orientation.
2. Retention:
- A. EFI recognizes the importance of the retention of employees. It will be the responsibility of Department Directors / Supervisors to ensure that EFI gives the proper training and feed-back to help retain the best employees. Communication and hands on training and follow through are key components to ensure that this takes place.
  - B. EFI has implemented the use of "Performance check ins" which are meetings that are held with managers and employees that cover:
    - 1. Achievements
    - 2. Productivity
    - 3. Communication skills
    - 4. Teamwork
    - 5. Creativity and innovation
    - 6. Flexibility and problem solving
    - 7. Reciprocal positive/constructive feedback
  - C. Employees who report directly to the Executive Director will have performance check ins monthly.
  - D. Department Directors will have performance check ins with their employees at least quarterly
  - E. Residential Supervisors will provide a performance check in to discuss performance upon completion of employees' "population specific" on the job training
  - F. Vocational Supervisors will have performance check ins at least quarterly with their employees