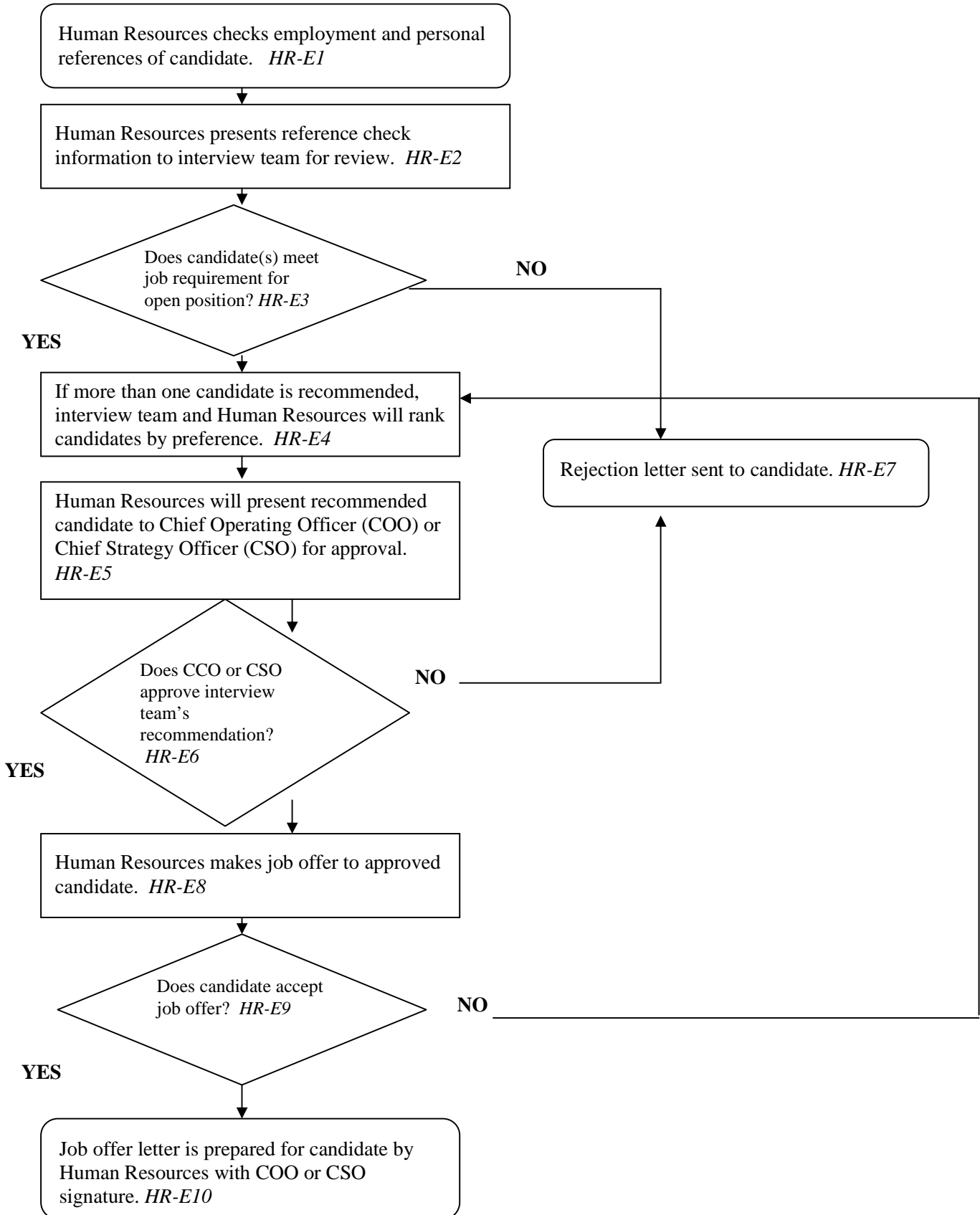




FINAL ROUND SELECTION & JOB OFFER PROCESS (HR-E)





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Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-E1	Human Resources checks employment and personal references of candidate(s).	Human Resources	Within three business days after the conclusion of second round interviews.	<ul style="list-style-type: none"> • Candidate resume • Candidate application • Telephone 	<ul style="list-style-type: none"> • Human Resources will contact references and previous employers provided on employment application.
HR-E2	Human Resources present reference check information to lead regional interview team manager for review.	Human Resources	Within five business days after the conclusion of second round interviews.	<ul style="list-style-type: none"> • Telephone reference notes 	<ul style="list-style-type: none"> • Human Resources will meet individually or calls the lead interview team manager to share the results of the information learned from reference checks.
HR-E3	Does candidate(s) meet job requirement for open position?	Human Resources Lead regional interview team manager	Within five business days after the conclusion of second interviews.	<ul style="list-style-type: none"> • Candidate resume • Candidate application • Interview reference notes • Job description • Recommendation form 	<ul style="list-style-type: none"> • Human Resources will share information learned from reference check with lead regional interview team manager. • Lead regional interview team manager will be asked to approve or disapprove candidate based on information obtained by the Human Resources.
HR-E4	If more than one candidate is recommended, interview team and Human Resources will rank candidates by preference.	Human Resources Lead regional interview team manager	Within five business days after the conclusion of second interviews.	<ul style="list-style-type: none"> • Candidate resume • Candidate application • Telephone reference notes • Interview reference notes • Job description • Recommendation form 	<ul style="list-style-type: none"> • Lead regional interview team manager will be asked to approve or disapprove candidate based on information obtained by the Human Resources. • If more than one candidate is still being considered for open position, interview team will be asked to rank candidates.

Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-E5	Human Resources will present recommended candidate to Chief Operating Officer (COO) or Chief Strategy Officer (CSO) for approval.	Human Resources	Within five business days after the conclusion of second interviews.	<ul style="list-style-type: none"> • Candidate resume • Candidate application • Telephone reference notes • Evaluation notes from interview team • Oral recommendation report from interview team 	<ul style="list-style-type: none"> • Human Resources will meet with Chief Executive Officer (COO) or the Chief Strategy Officer (CSO) to present recommended candidate for the open position. • Human Resources will review candidate's background and skill level evaluated by interview team and reference checks. • Human Resources will provide salary recommendation and rationale. • Human Resources will answer questions from the COO or CSO regarding candidate's background.
HR-E6	Does Chief Operating Officer or Chief Strategy Officer approve interview team's recommendation?	Chief Operating Officer or Chief Strategy Officer.	At the discretion of the Chief Operating Officer or Chief Strategy Officer's schedule	<ul style="list-style-type: none"> • Candidate resume • Candidate application • Telephone reference notes • Evaluation notes from interview team 	<ul style="list-style-type: none"> • Chief Operating Officer or Chief Strategy Officer will evaluate information presented by Human Resources to approve the hiring of the candidate. • Chief Operating Officer or Chief Strategy Officer may ask for additional information before final decision is made about the candidate's approval.
HR-E7	Rejection letter sent to candidate.	Human Resources	Within three days of decision to hire another candidate for the open position.	Rejection letter	<ul style="list-style-type: none"> • Human Resources will generate rejection letter to candidate(s) if more than one candidate is up for the position after acceptance of top candidate. • Rejection letter can be sent if interview team and Chief Operating Officer or Chief Strategy Officer does not approve the selection of the candidate.
HR-E8	Human Resources makes job offer to approved candidate.	Human Resources	Within one business day after approval of Chief Operating Officer or Chief Strategy Officer.	<ul style="list-style-type: none"> • Candidate application • Telephone 	<ul style="list-style-type: none"> • Human Resources contacts selected candidate via the telephone to offer position and discuss job offer. • Human Resources will negotiate salary with candidate. • Human Resources will discuss benefits with candidate. • Human Resources will answer questions from the candidate regarding the position and responsibilities.

Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-E9	Does candidate accept job offer?	Human Resources Candidate	Human Resources will agree to one to three business day waiting period for job offer acceptance.	Telephone	<ul style="list-style-type: none"> • If candidate immediately accepts the job offer, negotiate a mutually agreeable starting date and time. • Inform candidate that the verbal job offer will be put in writing and will be mailed within one business day with additional information regarding personnel policy guidelines for all employees of the council. • If candidate needs to review job offer, negotiate a one to three business day waiting period with candidate. • If candidate accepts offer after consideration, inform candidate that the verbal job offer will be put in writing and will be mailed within one business day with additional information regarding personnel policy guidelines for all employees of the council.

Steps in Process	Task	Person Responsible	Timeline	Documents/Tools	Instructions
HR-E10	Job offer letter is prepared for candidate by Human Resources with Chief Operating Officer or Chief Strategy Officer's signature.	Human Resources Chief Operating Officer or Chief Strategy Officer Hiring Manager	Within one business day of acceptance by candidate.	<ul style="list-style-type: none"> • Job offer letter • New hire packet prepared for candidate that includes: Personnel Policy Guidelines; W-4 form; State tax form; Local tax form; I-9 form; Emergency contact Information; Conflict of Interest Statement; Direct Deposit Form; Holiday schedule for the year, and benefit information 	<ul style="list-style-type: none"> • Human Resources prepares two job offer letters that will include any negotiated time off and conditional statement of successful completion of a background check. • Human Resources give letters to Chief Operating Officer or Chief Strategy Officer for her signature. • Human Resources will put together a new hire packet that included the following information and forms: Personnel Policy Guidelines; W-4 form; State tax form; Local tax form; I-9 form; Emergency contact information; Conflict of Interest Statement; Holiday schedule for the year; Direct Deposit Form; Holiday schedule for the year, and benefit information. • Job offer letter and new hire packet mailed to candidate within one business day of acceptance of offer. • In absence of the Chief Operating Officer and the Chief Strategy Officer then the offer letters are reviewed with the Chief Executive Officer for her signature. • Manager calls new hire to welcome to team.