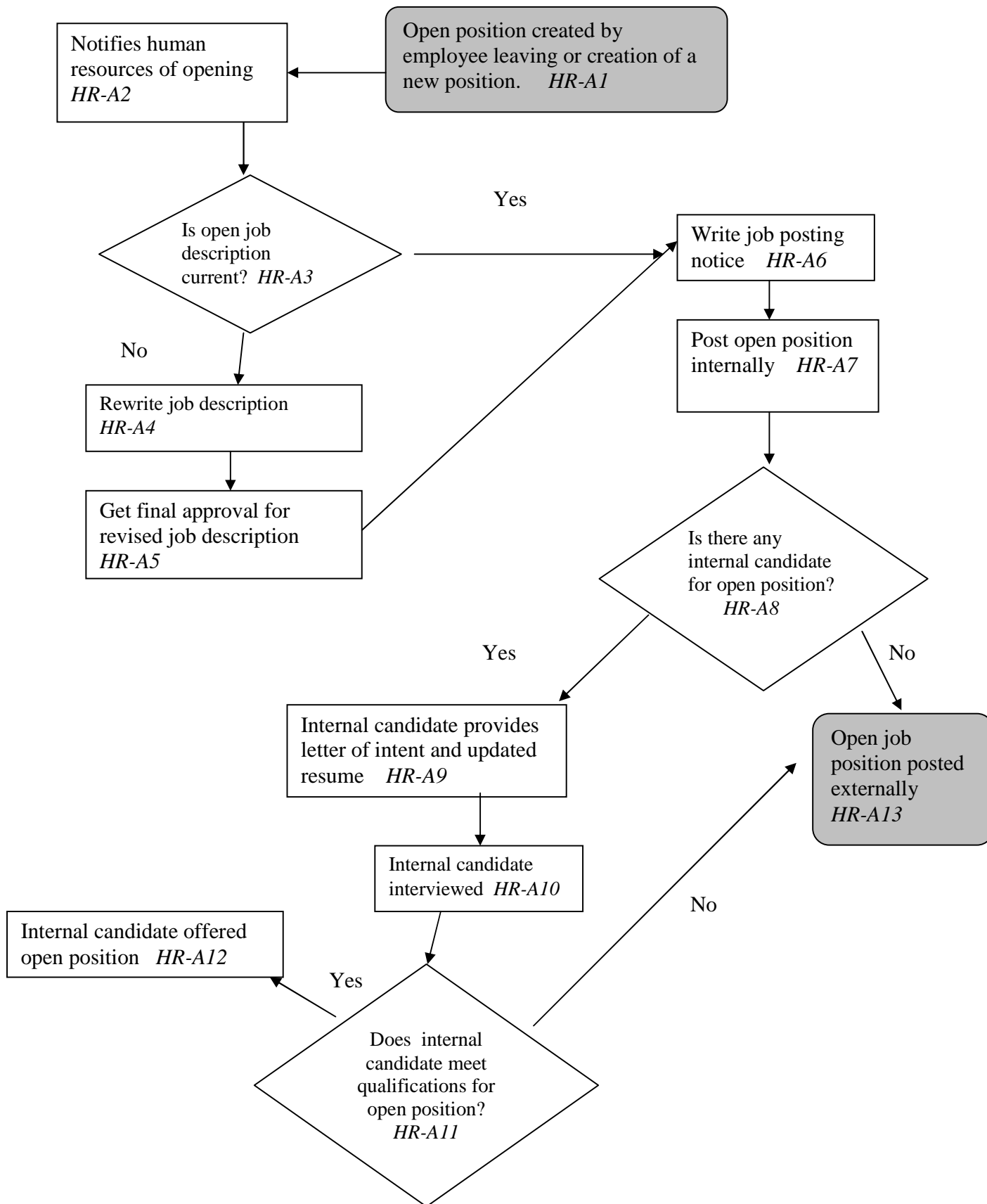




### PROCESS FOR POSTING OPEN PAID STAFF POSITION (HR-A)





**PROCESS FOR POSTING OPEN PAID STAFF POSITION (HR-A)**

STEPS IN PROCESS	TASK	PERSON RESPONSIBLE	TIMELINE	DOCUMENTS & ADDENDUMS	INSTRUCTIONS
HR-A1	Open position created by employee leaving or creation of a new position	<ul style="list-style-type: none"> <li>• Regional Director or Service Delivery Manager</li> <li>• Human Resources</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of resignation received from employee</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources is notified of open position by Regional Director or Service Delivery Manager.</li> <li>• Chief Operating Officer or Chief Strategy Officer will inform Human Resources if new position has been approved for hire by Chief Executive Officer.</li> </ul>
HR-A2	Human Resources notified of opening	<ul style="list-style-type: none"> <li>• Regional Director or Service Delivery Manager</li> <li>• Human Resources</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within one business day of opening created</li> </ul>	<ul style="list-style-type: none"> <li>• Resignation letter</li> <li>• Payroll Action Form</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will process payroll action form if employee is terminating employment.</li> <li>• Human Resources will be notified verbally by the Chief Operating Officer or Chief Strategy Officer regarding any decision to create a new opening approved by the Chief Executive Officer.</li> </ul>
HR-A3 Decision	Is open job description current?	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within two business days of opening created or other timeline due to special circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources reviews job description to determine if accountabilities and job requirements are current.</li> <li>• If job description is not current, will consult with Chief Operating Officer or Chief Strategy Officer.</li> </ul>

STEPS IN PROCESS	TASK	PERSON RESPONSIBLE	TIMELINE	DOCUMENTS & ADDENDUMS	INSTRUCTIONS
HR-A4	Rewrite job description	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within two business days of identifying the need to update the job description</li> </ul>	<ul style="list-style-type: none"> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will work with the Chief Operating Officer or Chief Strategy Officer to re-write or create a new job description.</li> </ul>
HR-A5	Get final approval for revised job description	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within 2 business days of final revision</li> </ul>	<ul style="list-style-type: none"> <li>• Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will sign and date final revised job description and give to either the Chief Operating Officer or Chief Strategy Officer for signature of approval.</li> </ul>
HR-A6	Write job posting notice	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Within 2 business days of being notified of open position</li> </ul>	<ul style="list-style-type: none"> <li>• Job Posting Notice</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will prepare a notice for the job opening that list the following information: <ul style="list-style-type: none"> <li>• Summary of the position</li> <li>• Requirements and special skills needed for the open position</li> <li>• Application process</li> <li>• Statement of being an equal opportunity employer</li> </ul> </li> </ul>
HR-A7	Post open position internally	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Information Manager</li> <li>• Chief Operating Officer or Chief Strategy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Within one business day of writing the posting notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Job Posting Notice</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will send electronic version of the job posting notice to the Information Manager for posting on Girl Scouts of Western Ohio Intranet for staff.</li> <li>• Entry-level professional positions or non-exempt positions will not be posted internally.</li> <li>• The Chief Operating Officer or Chief Strategy Officer will determine if open position should be internally posted.</li> </ul>

STEPS IN PROCESS	TASK	PERSON RESPONSIBLE	TIMELINE	DOCUMENTS & ADDENDUMS	INSTRUCTIONS
HR-A8 Decision	Is there any internal candidate for open position?	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Management Team</li> </ul>	<ul style="list-style-type: none"> <li>• Length of internal posting will vary pending position opening.</li> <li>• Internal candidates may continue to apply after posting goes to the general public</li> </ul>	<ul style="list-style-type: none"> <li>• Job Posting Notice</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will discuss with managers asking for potential internal candidates or internal candidates that have expressed interest in the open position from previous conversations or career development conversations.</li> </ul>
HR-A9	Internal candidate provides letter of intent and updated resume	<ul style="list-style-type: none"> <li>• Internal paid staff member</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Length of internal posting will vary pending position opening.</li> <li>• Internal candidates may continue to apply after posting goes to the general public</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of intent</li> <li>• Updated resume from internal candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources receives a letter of intent and updated resume from internal paid staff who is interested in the position.</li> <li>• Human Resources notifies regional interview team manager regarding interest to open position by an internal candidate.</li> </ul>
HR-A10	Internal candidate interviewed	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Regional Interview team</li> </ul>	<ul style="list-style-type: none"> <li>• Interview will be scheduled within two business days of receipt of the letter of intent and updated resume</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of intent</li> <li>• Updated resume from internal Candidate</li> <li>• Outlook calendars for regional interview team and internal candidate</li> <li>• Interview questions</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resources will schedule internal interview with the regional interview team by coordinating staff's Outlook calendars.</li> <li>• Human Resources will send copy of letter of intent and updated resume to lead interview team manager for distribution to regional interview team.</li> <li>• Human Resources will send interview questions to the lead interview team manager for distribution to the interview team.</li> </ul>

STEPS IN PROCESS	TASK	PERSON RESPONSIBLE	TIMELINE	DOCUMENTS & ADDENDUMS	INSTRUCTIONS
HR-A11 Decision	Does internal candidate meet qualifications for open position?	<ul style="list-style-type: none"> <li>• Regional Interview Team</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately following interview or within one business day of the interview</li> </ul>	<ul style="list-style-type: none"> <li>• Interview questions</li> <li>• Resume</li> </ul>	<ul style="list-style-type: none"> <li>• Lead regional interview team manager will lead a discussion with the regional interview team to determine if internal candidate is qualified for the open position.</li> <li>• If candidate is qualified, make the recommendation to hire to Human Resources.</li> <li>• If candidate is not qualified, state reasons why and additional ways candidate could pursue in the future to be better qualified for a future opening to Human Resources.</li> <li>• Recommendation reviewed with Chief Operating Officer or Chief Strategy Officer for approval.</li> <li>• Human resources will inform internal candidate if not selected and the reasons why and what the candidate could work on to be better prepared for future openings.</li> </ul>

STEPS IN PROCESS	TASK	PERSON RESPONSIBLE	TIMELINE	DOCUMENTS & ADDENDUMS	INSTRUCTIONS
HR-A12	Internal candidate offered open position	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Within two business days of all internal candidates interviewed for the open position</li> </ul>	<ul style="list-style-type: none"> <li>Letter of Acceptance</li> <li>Payroll Action Form</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources will receive approval from the Chief Operating Officer or Chief Strategy Officer to make a verbal offer to internal candidate.</li> <li>Human Resources will verbally offer position to internal candidate.</li> <li>Human Resources will prepare letter of acceptance for internal candidate to sign if candidate accepts.</li> <li>Human Resources will send acceptance letter to internal candidate for signature</li> <li>Human Resources will complete payroll action form and adjust salary if approved.</li> <li>Human Resources will take posting down from the Intranet.</li> </ul>
HR-A13	Open job position posted externally	<ul style="list-style-type: none"> <li>Human Resources</li> <li>Information Manager</li> </ul>	<ul style="list-style-type: none"> <li>Within one business day after position has expired being posted internally.</li> <li>Most external positions are posted for at least thirty days.</li> </ul>	<ul style="list-style-type: none"> <li>Job Posting Notice</li> </ul>	<ul style="list-style-type: none"> <li>Human resources will give job posting notice to Information Manager for posting on Girl Scouts of Western Ohio website.</li> <li>Human resources will make a determination to post the position with an internet employment site(CareerBuilder or Monster); submit posting to local colleges; United Way agencies; or sources provided by the Department of Jobs and Family Services in the State of Ohio.</li> </ul>

