



PROCEDURE: <i>Hiring Procedure</i>	PROCEDURE NUMBER: <i>SVMS-PRO-012.001</i>
Author: Elizabeth L Steffen	Origination Date: 10/07/2015
Revised By:	Revised Date:

Hiring Procedure:

1. Decision to hire will be made by the Board of Directors with an established job description decided upon by the Board.
2. , advertising for the position will commence per Marketing Procedures.
3. When résumés are received, Executive Director, Board Chair, or designee will print the Employment Verification (a one page Microsoft® Word® document) for each file.
4. Résumés will be screened for qualification(s).
5. Interviews will be scheduled, conducted by the Board Chair and/or Designees or group of designees, and documented with each qualified applicant.
6. For interviewees that will not continue to employment:
 - a. The "Applicant Approved/Disapproved for Hire" section will be completed.
 - i. Circle "Disapproved"
 - ii. Note the reasons.
 - iii. Sign and date the form.
 - iv. Scan with résumé and interview documentation to Box.com.
 - b. Files to be retained permanently.
7. For interviewees that will continue and be considered for employment:
 - a. A criminal background check will be completed and printed.
 - i. If background check is clean, continue to step 6-b.
 - ii. If background check is not acceptable, stop here and complete step 5.
 - b. A Reference check will be completed and documented.
 - i. If reference check is clean, continue to step 6-c.
 - ii. If reference check is not acceptable, stop here and complete step 5.
 - c. A credit check will be completed and printed as required by the job description.
 - i. If credit check is clean, continue to step 6-d.
 - ii. If credit check is not acceptable, but an exception will be made, document the exception and continue to step 6-d.
8. Prepare job description, Security Agreement, and SVMS Policy and Procedure Acknowledgement for employee signature.
9. Print I-9 and W-4 for employee signature.
10. Employee must understand all documents and sign all documents.
11. Complete the "Applicant Approved/Disapproved for Hire" section of the employee verification form.
 - a. Circle "Approved"
 - b. Sign and date the form.
 - c. Scan all documentation to a secured "Employment" folder on Box.com.
 - d. Files to be retained for seven (7) years from the date of termination.

Authorization	Name	Signature	Date
Board Chair	<i>Myron Machula</i>	<i>[Signature]</i>	<i>11/5/15</i>
Executive Director			



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Version	Date	Author	Comment
.001	11/05/2015	E. Steffen/J. Helvey/Dr. Dorsey-Tyler/S. Putnam	Initial release.