

Human Resource Management

Task: Recruitment and Hiring

Task	Person Responsible	Date to be Completed
<p>When a position comes vacant:</p> <ol style="list-style-type: none"> 1. All Staff will be notified of the opening via e-mail 2. Upon receipt of the email, the job opening will posted in the following ways: <ul style="list-style-type: none"> • On the Parent Board of each center • On the Agency website as well as the agency Facebook page • On the Indeed. Jobs4TN.gov, APSU, and NSCC websites 	<p>HR Coordinator</p> <p>Family Advocate IT Coordinator HR Coordinator</p>	<p>As vacancies occur</p> <p>Upon receipt, Following in-house announcement</p>
<p>When an application is received:</p> <ol style="list-style-type: none"> 1. Application is forwarded to the Operations Manager 2. Application is logged, reviewed, scanned, and file is created 3. Applicant is contacted via phone and questioned using the prescreening tool. 4. Director and relevant component managers are forward application and information from screening via email 5. Application is forwarded to Data Entry for verification 6. Call references and ask preselected questions 7. Applicant is contacted to schedule interview 8. Notify Policy Council Personnel Committee to notify of upcoming interview 9. Director, Operations Manager, and relevant managers are notified of interview details 10. Interview packet is prepared 	<p>Data Entry Clerk or other receiving party</p> <p>Operations Manager</p> <p>Operations Manager</p> <p>Operations Manager</p> <p>Operations Manager</p> <p>Data Entry Clerk</p> <p>Data Entry Clerk</p> <p>Data Entry Clerk</p> <p>Data Entry Clerk</p> <p>Data Entry Clerk</p>	<p>Upon receipt</p> <p>Upon receipt and within 2 days</p> <p>Upon receipt and within 5 days</p> <p>Following screening</p> <p>Following review</p> <p>Upon receipt and within 2 days</p> <p>Upon verification of references</p> <p>Once scheduled</p> <p>Prior to interview</p> <p>Prior to interview</p>
<p>Interview:</p> <ol style="list-style-type: none"> 1. Applicant will be given any needed paperwork to complete 	<p>Data Entry Clerk</p>	<p>Upon arrival</p>

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2. Interview will be conducted with the following topics being covered: <ul style="list-style-type: none"> • Brief description of the agency • Job preview • Explanation of how the job fits into the agency • Benefits, pay, leave, and work schedule • Policy Council approval requirement 3. Review all hiring timelines and ensure references are provided 4. If offered a position, schedule fingerprinting	Director relevant component manager or designee	During interview
	Data Entry Clerk	Prior to end of interview
	HR Coordinator	Prior to end of interview
Following interview:		
1. Ensure fingerprinting, physical, and TB screen have been completed	HR Coordinator, Operations Manager	Following scheduled dates
2. Call Executive Director to authorize Pre-Employment drug screening	HR Coordinator	Upon receipt of background check, physical, and negative TB screen
3. Call new hire to schedule Pre-Employment drug screening	HR Coordinator	Following receipt of authorization
4. Schedule New Staff Orientation	Operations Manager	Upon receipt of drug screening