

3.08 Personnel Vacancies

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to fill vacant positions following an established process that is both fair and expedient.

Procedures:

Whenever vacancies occur they shall be filled from candidates available in the following order of preference:

- Promotion of current employee
- Recall of qualified employee on lay-off
- Transfer of current employee when feasible
- Recruitment of outside applicants

Notices of vacant positions will be posted or distributed by the Human Resource Department. Each posting will be displayed for a minimum of three days.

Each job posting or notice of vacancy will specify the title, nature of the job, the required qualifications, and method of application.

An application must be properly completed and submitted before an applicant will be considered for new employment. Current employees must submit an Internal Application and, as applicable, an updated resume to the Human Resource Department. A copy of the Internal Application should be sent to the current employee's immediate supervisor.

Evaluation of Applicants

- Applicants will be evaluated based on how well their qualifications meet the requirements of the position. Not all applicants will be interviewed for each vacancy. Applicants may be required to submit to reference checks, interviews, background checks, performance tests, and/or other job-related screening procedures.
- An applicant shall be required to provide any information and undergo any examinations necessary to demonstrate qualification for the position sought, insofar as such information and examination is job related.

Disqualification

- An applicant shall be eliminated from consideration if he or she:
 - Does not possess the knowledge, skills, and abilities necessary to effectively perform the duties of the vacant position.
 - Has made a false statement of material fact on the application form or supplements thereto.
 - Has committed or attempted to commit a fraudulent act at any stage of the selection process.
 - Is not legally permitted to work.
 - The hiring of said applicant would be in conflict with Licking/Knox Goodwill Industries, Inc. Policy and Procedures.
- An applicant may be eliminated from consideration upon other reasonable grounds related to hiring.
- If an applicant is hired, and it is subsequently discovered that any of the above disqualifying criteria apply, the employee will be terminated for dishonesty, incompetence, nonfeasance, or malfeasance, or failure of good behavior.

Basis for Selection

- Appointments to vacant positions shall be made based solely on the applicant's knowledge, skills, and abilities, and other job-related qualifications, as ascertained through fair practical selection methods. Consideration for re-employment will be given to past employees who resigned in good standing. Employees re-hired after a voluntary resignation shall forfeit any previous benefits, privileges, rights and seniority. Length of service and accrual of benefits begin with the new date of hire. Any past Goodwill employee must be pre-approved for re-hire by the CEO/President and/or Director of Human Resources.