

3.09 Hiring Process

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to require that all potential candidates for employment fully complete an accurate, written employment application and to follow a coordinated hiring process throughout the organization.

Procedure:

Licking/Knox Goodwill Industries, Inc. relies upon the accuracy of the information presented on the application as well as any subsequently provided information from the applicant in an effort to hire qualified individuals. It is the responsibility of the Human Resources Department to coordinate the hiring activities of Licking/Knox Goodwill Industries, Inc.

The Director of Contracts, Area Manager, Director of Retail, Retail Coordinator, or designated staff member will complete an Internal Job Order Form. If an emergency situation occurs where the position needs to be filled immediately, a verbal request may be made to the Human Resources staff. An Internal Job Order Form must be completed within 24 business hours.

Applications will be accepted and routed to the Human Resource Department via the Support Specialist. All applications and job orders will be tracked by the Human Resource Department.

A Human Resource Generalist will pre-screen all applicants and the Internal Job Order Forms to find potential employment matches.

A Human Resource Generalist will communicate with the appropriate Director/Coordinator/Manager regarding any viable candidate(s). If the Director/Coordinator/Manager wishes to interview a candidate, the Human Resource Generalist will forward a copy of that candidate's application to the Director/Coordinator/Manager.

Only trained and authorized personnel may conduct interviews. It will be the responsibility of the director/coordinator/manager and Human Resource Generalist to coordinate an interview with the chosen candidates.

The prospective employee shall be offered an opportunity to review the specific job description he/she is applying for or be offered an opportunity to review a general listing of job classifications and employment areas.

Interview shall be conducted in a professional manner and in such a way as to address the qualifications of the candidate to specific job descriptions and/or job classifications.

The final hiring decision will be communicated as follows:

The Human Resource Department will contact the chosen candidate with the employment offer and arrange for intake and orientation. The candidate's acceptance or rejection shall be documented.

Terms of employment extended from the Human Resource Department shall include:

- Job title and job description
- Wages or salary
- Starting date and time
- Name of immediate supervisor
- Any special conditions

Any offer of employment must be made contingent upon the successful completion of a background check and drug screen as well as security and/or driver's clearance.

Rejected candidates will be contracted by the Human Resource staff.