

District 2 Public Health
Effective Hiring Policy 177
Step by Step Instructions

Effective May 1, 2017

Revised April 17, 2017

When you want to fill a position, begin with a Neogov requisition:

1. The Hiring Manager/ Supervisor completes the requisition in NeoGov. The requisition must be completed correctly:
 - a. Indicate the approximate start date.
 - b. Verify the working title with HR.
 - c. Select the job closing date (job openings close after two weeks, unless otherwise indicated).
 - d. Provide the Base Annual Salary, Fringe, and Annual Total (if you're unsure of these numbers, please contact payroll for assistance).
 - e. Select the proper chain of approvers.
 - f. Populate the comment box with specific details on the purpose of the requisition to ensure that HR understands your requisition. See the example below:

Comments:	Replacing employee Kim Stone and reallocating position from job code GST052 to GST051. Post Salary range \$31,000 to \$40,000 for 5 days.
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- g. Save and Release the requisition.
 - h. Attach the following **Mandatory** documents in the indicated format:

Word Format	Any Format
Interview Questions	Resignation Letter (not applicable for new positions)
Job Responsibilities/ Duties	Other related documents, as needed
Clearly Stated Preferred Qualifications	
Work Hours	

- i. District 2 supports a principle of open competition in its approach to recruitment and selection. This ensures recruitment of the best candidate for the job based on merit and should identify the best person suited to the job. Any manipulation of the recruitment system is a prohibited practice when done to help or harm a particular candidate. This would include but is not limited to: choosing a job description or setting preferred qualifications that match a particular candidate's experience and education; advertising for a short period of time to unduly narrow the number of competing applicants; or tailoring interview questions to a specific candidate's knowledge, skills, abilities or experience.

When the requisition is approved:

2. HR will create the job announcement based upon the requisition.
3. HR will email the potential job announcement to the hiring manager/supervisor for review and approval.
4. HR staff will email the approved announcement to District 2 employees and post it at accesswdun.com (Access North Georgia), www.dph.georgia.gov and www.phdistrict2.org.

When the position closes:

5. HR will review and screen applications in NeoGov.
6. HR will select qualified candidates based upon the preferred and minimum qualifications.
7. HR staff will email the top 10 applications and the Applicant Review Form with the applicants listed to the hiring manager/supervisor. This is the Hiring Packet.

After the hiring manager/supervisor receives the Hiring Packet:

8. The Hiring Manager/Supervisor will go to our website under "Interview Forms" to obtain the Hiring Paperwork Checklist as well as the following forms:
 - a. Effective Hiring Phone Interview Script
 - b. Interview Schedule
 - c. Interview Disclosure Statement
 - d. Business Reference Form
 - e. Professional Reference Release Form
9. The Hiring Manager/Supervisor conducts phone screens for all applicants. Managers are to use the Effective Hiring Phone Interview Script.
10. The Hiring Manager/Supervisor selects an interview panel. On interviews of county nursing managers and office managers and all district staff, the District Health Director will be on the panel. A minimum of 3 people is required for all panels. The interview panel should include Subject Matter Experts. It is recommended that the supervisor for the position be directly involved in the screening and interviewing process. A Subject

Matter Expert is a person with expert knowledge about what it takes to do a particular job. Examples include supervisors, incumbents in the same or similar positions, and other individuals who have current and thorough knowledge of the job's requirements. Anyone serving on an interview panel must notify HR in advance by e-mail if they are a relative or friend of an interviewee(s), and must also fill out the Interview Disclosure Statement to be returned along with the hire packet at the end of the process. HR will evaluate each situation on a case-by-case basis and will notify the interviewer if they are to recuse themselves from that interview or the panel.

11. The Hiring Manager/Supervisor will interview selected candidates in person. Before interviewing, the Hiring Manager/Supervisor will send each candidate an applicant packet. The packet will include an interview confirmation notice; business reference form; and a listing of documents to bring to the interview. Candidates should receive the packet in time to complete it before the interview.
12. The Hiring Manager/Supervisor selects at least 2 top candidates and reviews at least two provided business references for each candidate.
13. The Hiring Manager/Supervisor will calculate the salary for at least the top 2 candidates. Please use the following guidelines to determine salary:
 - In some cases, the state office will recommend or require a specific salary structure. If that structure has been approved by the District Health Director, then determine the salary using that structure.
 - To determine salary for outside candidates, begin with the starting salary for the position and add 1% for each year of relevant service up to 25 years of service. If the Hiring Manager believes an alternate determination of salary is appropriate or a salary that exceeds the calculation is warranted, then the Hiring Manager must provide a detailed justification for the request and the request must be approved by the Accounting Director and the District Health Director by signature on the Applicant Review Form.
 - To determine salary for internal candidates who are being promoted, begin by comparing their current salary to the salary range for the new position. The selected candidate should not be paid less than the minimum or more than the maximum salary for the position. Apply a 10% increase to the candidate's current salary and then evaluate whether the salary is within the salary range for the position. If the 10% increase does not bring the salary to the minimum, then the minimum salary for the position is used. If the 10% increase brings the salary above the maximum, then the maximum salary is used. Once the proposed salary is delivered the HR department, staff there will review the salaries of staff in equivalent positions, accounting for education and years of relevant experience to determine that the proposed salary is consistent with District salary ranges. All such salaries must be approved by the Accounting Director and the District Health Director.

- To determine the salary for internal candidates who are accepting a lateral position change, the Hiring Manager will not conduct an evaluation of salary. The salary for such candidates will remain the same.
 - To determine the salary for internal candidates who are accepting a position of lower pay, begin by comparing their current salary to the salary range for the new position. The selected candidate should not be paid less than the minimum or more than the maximum salary for the position. If the applicant's current salary is above the salary range, then the maximum salary for the position is used. Once the proposed salary is delivered the HR department, staff there will review the salaries of staff in equivalent positions, accounting for education and years of relevant experience to determine that the proposed salary is consistent with District salary ranges. All such salaries must be approved by the Accounting Director and the District Health Director.
14. The Hiring Manager/Supervisor returns all items listed on the Hiring Paperwork Checklist and the entire Hiring Packet to HR. The Hiring Manager WILL NOT make copies of the interviewees' driver's licenses or other identity documents. The Hiring Manager WILL NOT make any job offers.

After HR receives the complete job packet

15. HR will verify that all paperwork is complete.
16. HR staff will review salary documents to ensure salaries are consistent across the District and will then seek necessary approvals from the District Accounting Director and the District Health Director.
17. HR staff will make all job offers to selected candidates, based on the selection ranking provided by the Hiring Manager/Supervisor.

Once the applicant accepts the job offer:

18. HR sends a job offer confirmation letter and New Hire paperwork to the employee.
19. HR emails the supervisor to indicate the employee start date and schedule for orientation.
20. HR schedules an appointment with the employee to come to the District Office with completed New Hire Paperwork and arranges the employee background check and drug screen (if required).
 - a. An ID badge may be given at this appointment.
 - b. Payment for the background check will be accepted at this appointment.
21. HR processes New Hire Paperwork, requests email, and VHN access from IT and sends the hiring manager/supervisor the New Employee Paperwork.

Please note the following updates in the hiring process:

The Clerical test has been eliminated.

All resignation letters must be sent via email to **HR and Payroll** immediately after the Supervisor receives them.