

# POLICY MANUAL

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**Subject:** Employment Recruitment And Selection      **Effective Date:** 07/01/2002

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## POLICY:

The goal of Cumberland Heights is to ensure that all employees are made aware of and have the opportunity to apply for open position either before or concurrent with the organization's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions below the level of Executive Manager are to be posted when an opening occurs or when a new position has been approved.

While it is Cumberland Heights' philosophy to promote from within whenever possible, there are business conditions that could cause a position to be filled without posting. The business conditions that could cause a decision to bypass posting or to post the position while simultaneously recruiting from the outside include, but are not limited to: organizational restructuring, position requirements that include skills, education and/or experience that are not known to match any existing employee, critical operational needs, etc. In addition to these business conditions, managers may request an exception when they have candidates within the same department who are qualified and/or already trained for the position. The decision to fill the position without posting requirements requires approval by the supervising executive. All job postings require that an approved job description and set of competencies are already on file in Human Resources.

## PROCEDURE:

1. All employees who have satisfactory performance and attendance records are eligible to apply for posted openings. Employees who have been in their current position for less than six months need the approval of their hiring manager to apply for posted openings.

2. Internal job postings will contain the following information:
  - a. Job title
  - b. Department
  - c. Location
  - d. Effective date and deadline for submitting resumes and cover letters
  - e. Concise summary of primary job duties and responsibilities
  - f. Minimal requirements and qualifications for the job
  - g. Contact information for hiring manager or designee.
3. Internal job postings will be distributed via E-mail and posted on the Intranet. Managers will be requested to distribute postings to all employees who do not have access to E-mail and/or the Intranet.
4. Internal job postings will be open for a minimum of seven (7) calendar days, during which time a current resume with a cover letter may be submitted to the hiring manager or designee.
5. Qualified and eligible employees who wish to apply for the posted position should:
  - a. Notify his/her immediate supervisor in an effort to acknowledge the supervisor's awareness that the employee is submitting his/her resume as a candidate.
  - b. Forward a current resume and cover letter to the hiring manager or designee.
6. External job postings will contain the same information as internal job postings.
7. External job postings will be displayed on approved websites (i.e., CareerBuilder.com, CNM.org). Applicants can submit resumes and cover letters via the website, E-mail or facsimile directly to the hiring manager or designee as communicated.
8. External job postings will be open for a minimum of thirty (30) days and can be renewed, as needed.
9. The hiring manager or designee will review each applicant's qualifications. This may include a discussion with a current employee's supervisor. The hiring manager may request to review the original employment application, resume, performance evaluations, and any disciplinary action forms for each internal candidate.
10. The hiring manager or designee will select internal and/or external candidates for interviews based on the job requirements and the candidate's qualifications. Candidates will be told that they will be contacted if an employment offer is to be made.
11. The hiring manager, with the approval of his/her supervising executive manager, may extend an employment offer to the most qualified candidate (see Employment Offers policy).