



Hiring & New Employee Orientation Procedures

Original Effective Date: 6/13/2016	Review / Revision Date:	TLCHD Procedure: 2016.06.002
--	--------------------------------	--

Maintenance Steward: Director of Human Resources **History:** New Revised Archived

Organizational Scope:

Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:

Annually Biennially 5 Years As Needed Other:

Location:

G-Drive: G: → Users → Common → Policies & Procedures

Website: www.lucascountyhealth.com/employee-login/

Hardcopy: TLCHD Policy & Procedures Manual, Human Resources Office

Archived Version(s):

Requisite Signatures

- | | |
|---|----------|
| <input type="checkbox"/> Board of Health President | Date |
| M.D. | 6/7/16 |
| <input checked="" type="checkbox"/> Health Commissioner | Date |
| | 06-08-16 |
| <input checked="" type="checkbox"/> Deputy Health Commissioner | Date |
| Vacant | |
| <input checked="" type="checkbox"/> Director of Environmental Health & Community Services | Date |
| | 6-10-16 |
| <input checked="" type="checkbox"/> Director of Health Services | Date |
| | 6/13/16 |
| <input checked="" type="checkbox"/> Director of Administrative Services | Date |
| | 6-8-16 |
| <input checked="" type="checkbox"/> Director of Human Resources | Date |



Hiring & New Employee Orientation Procedures

I. Scope

The following standard operating procedure (SOP) applies to all HR and administrative personnel seeking additional or replacement manpower.

II. Purpose

The purpose of this procedure is to ensure that all potential candidates for employment, both internal and external, are considered for hire through a standardized process that limits potential bias and variability.

III. Hiring Procedures

A. Additional or Replacement Manpower

1. When a new position is created to satisfy grant funding requirements, mandated programs, or specific agency needs, the Supervisor that will oversee that position must gain approval for additional manpower from the following:
 - a. The Division Director
 - b. Chief Financial Officer
 - c. Health Commissioner
 - d. Personnel Committee
 - e. Board of Health
2. When a current position must be filled due to vacancy, termination, or retirement, the Supervisor that oversees that position must gain approval for replacement manpower from the authorities listed in 1a-e above.

B. Hiring Procedure

1. Once approval is granted, the position & position description shall be posted internally at both the primary downtown and Western satellite facility locations for five (5) business days.
 - a. Outside candidates may be sought due to lack of internal interest, special needs, or position qualifications.
 - b. In cases where the department is seeking primary care professionals, all candidates of interest shall first be shared with the Board of Health President or designee prior to interviewing.

2. If external candidates are required due to a lack of internal interest or qualifications, the hiring staff shall seek candidates from submitted resumes or from solicited advertisements such as the Toledo Blade, Toledo Journal, LaPrensa, Monster.com, and other advertisers.
3. Directors shall then review all submitted resumes and coordinate interviews with the Human Resources Department for all applicants of interest.
 - a. During the interview process, certain position openings will require testing to establish a competency threshold.
4. Once a preferred candidate(s) is selected through the interview process, reference checks must be made by the Supervisor overseeing the position.
 - a. All reference checks must be documented on the **Requisition to Fill Vacancy Reference Check** (RC) form provided by the Human Resources Department. Which is located on the shared drive at [G: → users → COMMON → 2. Policies & Procedures → Human Resources](#)
5. Once reference checks have been conducted, the candidate must be approved by the Personnel Committee and the Board of Health prior to an official offer being extended.
 - a. The **Requisition to Fill Vacancy** (RFV) form must be completed by H.R. and submitted to the Personnel Committee. The form is located on the shared drive at [G: → users → COMMON → 2. Policies & Procedures → Human Resources](#)
 - b. Once candidates are approved by the Personnel Committee, the RFV form and related materials will be submitted to the Board of Health for final approval.
6. Once an official offer has been extended, the candidate must pass a drug test and background check.

C. New Employee Orientation Procedures

1. All external hires will be given a New Employee Orientation
2. Human Resources will send out advanced notification of a new hire's starting date to all supervisors and appropriate program coordinators.
3. New hires will follow the **New Hire Orientation Schedule**.
 - a. Staff assigned to meet with new hires are expected to provide an overview of their section.

- b. If scheduled staff are absent or otherwise occupied on the starting date of a new hire, they are to coordinate a time with HR to provide their overview.

IV. Maintenance

A. Review

1. The *Hiring & New Employee Orientation Procedures* are to be reviewed biennially to ensure compliance with both agency and accreditation standards.

B. Revision

All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.

Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change

(Required for all policies)

Date of Change	Changes Made By	Changes Made/Notes	Approved By



Toledo-Lucas County Health Department

Requisition to Fill Vacancy Reference Check

Posting Number: Enter Text	
Position: Enter Text	Position Type
Department: Enter Text	<input type="checkbox"/> Full Time <input type="checkbox"/> New
Program: Enter Text	<input type="checkbox"/> Part Time <input type="checkbox"/> Vacant

Recommended Candidate for Approval	
Name	Type of Hire
Enter Text	<input type="checkbox"/> New <input type="checkbox"/> Promotion

Reference: Enter Text

Date: Enter Text

Outcome: Enter Text

Reference: Enter Text

Date: Enter Text

Outcome: Enter Text

Reference: Enter Text

Date: Enter Text

Outcome: Enter Text



Toledo-Lucas County Health Department

Requisition to Fill Vacancy

		Posting Number:	Enter Text
Classification Title	Enter Text	Position Type	
Division / Director	Enter Text	<input type="checkbox"/> Full Time	<input type="checkbox"/> New
Program	Enter Text	<input type="checkbox"/> Part Time	<input type="checkbox"/> Vacant

Salary Information			
Salary Group:	<input type="checkbox"/> AFSCME	<input type="checkbox"/> ONA	<input type="checkbox"/> Non-Bargaining
Funding Source	<input type="checkbox"/> Environmental	<input type="checkbox"/> General Fund	<input type="checkbox"/> Grant Funded
Salary	Enter Text	Salary Range	
Salary Level	Enter Text	Minimum: Enter Text	Maximum: Enter Text

Recommended Candidate for Approval	
Name	Type of Hire
Enter Text	<input type="checkbox"/> New <input type="checkbox"/> Promotion

Interview I			Date:	Enter Date
Interviewer(s)	Enter Text	Enter Text	Enter Text	
	Enter Text	Enter Text	Enter Text	

Interview II			Date:	Enter Date
Interviewer(s)	Enter Text	Enter Text	Enter Text	
	Enter Text	Enter Text	Enter Text	

Other Considered Candidates				
Name	Interview Dates		Origin	
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External
Enter Text	Enter Date	Enter Date	<input type="checkbox"/> Internal	<input type="checkbox"/> External

Health Commissioner

Date