

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Employment Selection Process	Policy #: 1.1
Prepared by:	Revision #:
Approved by: Board of Directors	Effective Date: 9/02/2015

I.

1.1 Employee Selection Process

- For each position to be filled by an employee, a job description will be developed and used to develop interview questions and selection procedures.
- Resumes will be solicited both internally and externally and screened by the Executive Director.
- Initial interviews of screened applicants both verbally and in person may be done by the Executive Director or by an interview group. All interview questions will be job related.
- Applicants that merit a secondary interview will be interviewed by an interview group that consists of a board member, a Co-Team Leader (CTL) from an appropriate area when applicable, and the Chairman of the Board or his/her appointee.
- Third interviews are at the discretion of the Board Chairman.
- Employment references and licensure, if applicable, will be verified. Falsification or incompleteness of information will disqualify an applicant for employment and is grounds for immediate discharge should it be discovered after an individual has been hired.
- Before a new employee is hired, his or her employment letter will be reviewed and endorsed by the Chairman. The letter will confirm the terms and conditions of employment, the starting rate of pay, and outline benefits. A copy will be maintained in the employee's personnel file.