

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination**  
**Section 202 – Job Posting and Employee Referrals**

**Introduction**

The Partnership provides employees an opportunity to indicate their interest in open positions and apply to those for which they are qualified. We believe in promoting from within when possible, and are committed to selecting the candidates who are the best fit for approved positions. We are also committed to engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal opportunity to all applicants on the basis of demonstrated ability, experience, training, education, and potential.

**Scope**

This policy applies to all Partnership positions at the level of vice-president and below. The hiring manager and human resources may elect not to post certain positions when there are lawful, nondiscriminatory reasons for doing so and with the approval of the president.

**Guidelines**

Once an open position is approved for recruitment, Partnership Human Resources will generate a job posting on Indeed.com and share the posting internally. Additional external recruitment sources will vary depending on the position and will be determined by Human Resources and the hiring manager.

The position will be posted internally and externally simultaneously to expedite the recruitment process. Internal candidates may or may not be given preference depending on the circumstances.

**Eligibility**

- a. Employees who have a written warning on file within 90 days of the job posting, or are on probation or suspension, are not eligible to apply for posted jobs.
- b. Consideration will be given to the employee's performance in their current position including any written warnings or probationary status.
- c. All candidates are required to submit an application for the position on Indeed.com.
- d. External candidates selected for interview will be required to complete the Partnership application for employment and the background authorization form. External candidates are also required to take a skill assessment as a condition of employment consideration.
- e. Internal candidates may be required, at the discretion of the hiring manager, to take a skill assessment as a condition of consideration for a position. If the hiring manager decides that a skills assessment is not required, the hiring manager will provide written justification to Human Resources for the exception.

Eligible employees should only apply to posted jobs for which they possess, or can reasonably be expected to obtain, the required skills, competencies, and qualifications.

**Partnership for Children of Cumberland County, Inc.  
Human Resources Policies and Procedures**

**Employment Information – Recruitment, Selection and Termination  
Section 202 – Job Posting and Employee Referrals**

<b>Created /Evaluated</b>		<b>Description of Change</b>
<b>Revised</b>	<b>March 2020</b>	<b>Reflecting Indeed as primary applicant tracking system and synchronizing internal and external recruitment</b>