

POSITION ALLOCATION AND JOB REQUISITION PROCEDURES

PURPOSE: To communicate to Care Staffing Professionals Division the process for establishing new budgeted positions, reallocating existing vacancies to a different classification and requesting recruitment activity to fill budgeted, allocated positions.

SCOPE: This policy applies to all Care Staffing Professionals divisions who establish allocated positions within their budget.

POLICY STATEMENT: The Position Allocation and Job Requisition process provides for the establishment and monitoring of approved positions and budgeted funds through coordinated efforts of the Healthcare and Clerical Recruitment divisions and the Operations Division of Care Staffing Professionals. Recruitment activity may commence only after positions are allocated and funded with Budget approval. This includes positions in the allocated position listing including all regular full time, regular part time, job share, temp-to-perm, per-diem, travel, and limited term positions.

GENERAL PROCEDURE

Whenever a division wishes to: 1) create and fill a new position, 2) redistribution of existing personnel prior to recruitment, or 3) refill an existing position, the department must notify the Chief Operations Officer for approval. This EPP serves to explain the necessary forms and processes for each of these three (3) situations.

The Position Allocation and Job Requisition procedures do not apply to the following two situations: 1) reclassification of existing positions which have a current incumbent, or 2) transfer of existing travel or per-diem staff from one contract facility to another. (Please refer to EPP #7 for information on reclassification procedures or to EPP #8 for information on the transfer of employees between same contract facilities.)

APPROVAL PROCESS AND REQUIRED DOCUMENTATION

New Position(s)

The Senior Recruiter must initiate an interview of the requesting client to complete a “Job Description.”

Operations will determine the appropriate classification for the new position based on information provided in the Job Description, by the client, and through follow up interviews as necessary. Once a classification allocation is finalized, the division Senior Recruiter will then

approve and forward the Job Description to the Chief Operations Officer for publication on the Care Staffing Professionals website. The Operations Division is responsible for securing the Chief Executive Officers approval to add new positions and for ensuring adequate funds are available to fund the position. Once approved the Operations Division will publish the Job Description on the Care Staffing Professionals Website and approve publication on Job Search websites.

NOTE: Job Search websites may vary in the type of information users are able to share. Job Search companies approved for publishing Job Descriptions include, but are not limited to: Indeed, CareerBuilder, Craigslist, ZipRecruiter, and GlassDoor; Trade School Job Boards, LinkedIn, and Facebook.

Candidate Inquiries

Senior Recruiters shall complete a Phone Interview Form for candidates contacting Care Staffing Professionals and inquiring about open positions. Upon completion of the Phone Interview Form, Senior Recruiters shall follow up with an email to potential candidates. The email should contain the following:

- Candidates name
- Summary of the phone interview
- Position to be filled
- Instructions for completing an Application for Employment
- Link to appropriate Application for Employment

Applicant Conversion

Upon receipt of an Application for Employment, Senior Recruiters shall, in a reasonable amount of time, contact the candidate by phone or email to acknowledge receipt of the application. The Application for Employment shall be printed, and the appropriate File Checklist Form shall be attached to the front of the Application for Employment. Upon completion of the File Checklist Form, Senior Recruiters shall follow up with an email to candidates. The email should contain the following:

- 'Thank you' to Candidate for applying for position
- List of documents remaining to complete Candidate Profile
- Term limits for eligible documents, if applicable
- Links for documents obtainable through Care Staffing Professionals
- Deadline for submissions before application will no longer be considered

Finalizing Candidate Profile

Once all of the position filing requirements have been met by the candidate, the following forms must be sent for completion by the applicant:

- Form I-9
- Form W-4
- Meal Waiver

- Payroll Agreement
- Permanent Tax Residential Notification, if applicable
- General Safety Rules

Refill of an Existing Position

The department must develop a comprehensive Job Description to refill an existing position at the same classification level. The department should supply the following information to Operations so that a job post can be created and published on the Care Staffing Professionals website to conduct recruitment activity:

- Position Summary
- Position Responsibilities
- Position Requirements
- Preferred Experience
- Working Conditions
- Physical Demands

Senior Recruiters will retain situational awareness of the position to be filled. The allocated position number is tied to the client by classification of the position. Operations will create and share a Job Description containing the above information on the Care Staffing Professionals website. The requesting division should verify the information on the website and provide any additional feedback or information as updates are made by the client.

Redistribution of Existing Personnel

Prior to Divisions issuing a new Job Description, the client may request to refill a vacant position with existing personnel to accommodate changes in census or business needs. A check of current applicants and personnel in similar classifications must take place prior to issuing a Job Description in order to expedite the refilling of the vacancy. A department initiates this process by searching the Electronic Database of Candidate Profiles. The Electronic Database contains the following information:

- Classification of candidate
- License or Certified title of Candidates
- Category of position Candidate applied for
- Care Staffing Professionals Application
- Related credentials submitted
- Most recent resume
- License Verification, if applicable

The Operations department will determine the appropriate classification for the position based on information provided in the Job Description, by the client, and through interviews as necessary. Senior Recruiters shall use best judgement in determining whether the Candidate Profile matches the needs of the requesting client or contract facility. The Operations Division is responsible for maintaining the Electronic Database and personnel files and will store them on secured servers and secured filing locations.

Internet Links

Care Staffing Professionals Job Board (<http://www.carestaffingprofessionals.com/jobs>)

Forms Used in Position Allocation and Job Requisition Process:

- Job Description (Requested from Senior Recruiter following interview of client)
- Phone Interview Form (Available from Operations division)
- File Checklist (Available from Care Staffing Professionals Website Employee Self Service)
- Application for Employment (Available from Care Staffing Professionals Website)
- Form I-9 (Available from Care Staffing Professionals Website Employee Self Service)
- Form W-4 (Available from Care Staffing Professionals Website Employee Self Service)
- Meal Waiver (Available from Care Staffing Professionals Website Employee Self Service)
- Payroll Agreement (Available from Care Staffing Professionals Website Employee Self Service)
- Permanent Tax Residential Notification (Available from Care Staffing Professionals Website Employee Self Service)
- General Safety Rules (Available from Care Staffing Professionals Website Employee Self Service)

Additional Resources

Also see:

- EPP 7 – Reclassification Procedures
- EPP 8 – Transfer of Employees Between Same Contract Facilities