***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-4**

SUBJECT: Recruitment and Hiring of Personnel **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

Selection of workers is based on various personal qualifications, training and work experience. *[Hospital Name]* is owned and operated by the Seventh-day Adventist church, therefore, religious affiliations are considered for key employee positions.

All positions at *[Hospital Name]* will be hired based on the job description and necessary requirements. Leadership positions will be identified by a search committee designated by the Board and/or in collaboration with Adventist Health International. Staff positions will be advertised locally as necessary according to the procedure. This includes CEO, CMO, Matron, and Business Manager. All other positions will be hired by hospital administration and department heads.

Consideration of policy C-9 “Employment of Relatives or Close Friends” should be considered before the employee is confirmed.

The following procedure should be followed in the hiring process.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[HOSPITAL NAME]***

**ADMINISTRATIVE PROCEDURE**

CATEGORY: Personnel **CODE: C-4.1**

SUBJECT: Recruitment and Hiring of Personnel Procedure **EFFECTIVE:**

**COORDINATOR: Business Manager**

The preparation of a regular payroll should follow this procedure in accordance with policy B-17.

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| **Initiator of Action** | **Action** |
| Board of Directors | 1. The assignment and appointment of top level administrative personnel of *[Hospital Name]* includes the Chief Executive Officer, Business Manager, Chief Medical Officer, and the Chief Nursing Officer/Matron. The process for hiring of these individuals will normally be as follows:    1. The Board will appoint a search committee who will review the requirements of the position, establish a list of potential candidates, interview if necessary the candidates and recommend an individual or individuals to the Board.    2. The Board will review the process used by the search committee, consider the names of the individuals recommended by the search committee and either approve the recommended name or refer the search back to the search committee.    3. Recruitment and hiring of for personnel outside the institution’s area of administrative responsibility will be done using the policies of the Local SDA Conference/Field, Union and Division of Seventh-day Adventists and in collaboration with Adventist Health International. 2. Recruitment and hiring of for personnel outside the institution’s area of administrative responsibility will be done using the policies of the Local SDA Conference/Field, Union and Division of Seventh-day Adventists and in collaboration with Adventist Health International. |
| Department Head | 1. When a budgeted, as verified by the Business Manager, a position becomes vacant or is known to become vacant. The Department Head will:    1. Notify the Director of Human Resources of the vacancy    2. Work with the Director of Human Resources to update, if necessary, the job description    3. Review applications and inform the Director of Human Resources of the names of individuals who should be interviewed.    4. Participate in the interview process.    5. Make known to the interview panel the individual who should be selected to the position.    6. Sign along with the appropriate officer the acceptance letter    7. Participate in the orientation, training and in processing of the selected individual. |
| HR Manager | * 1. Ensure that the job description is current   2. Advertise the vacancy and recruit individuals for the position   3. Receive applications for the position including all relevant certificate/diplomas, licenses, and personal information.   4. Screen the applications for those that meet the minimum job requirements and forward the applications of those individuals who meet the minimum job requirements to the Department Head.   5. Schedule applicants for interviews, recommend to the Department Head and the Chief Executive Office the names of individuals to be on the interview panel and participate in the interview process   6. Performs reference checks   7. Once an individual has been selected for the vacancy prepares the acceptance letter, establish the employee personnel file and assist in the orientation and in processing of the employee. (See policy C-13) |
| Interview Panel | Members of the interview panel will interview the applicants for the position and inform the Director of Human Resources the name of the individual that they would recommend for the position. |
| Chief Executive Officer or AdCom | * Identify the individual who will make the final hiring decision based on the interview panel’s recommendation (he/she may delegate these requirements to other Board appointed individuals such as the Business Manager, CMO, or Matron). * Sign the offer letter. |
| Prospective Employee | * Read the *[Hospital Name]* Employee Handbook and give a written agreement to abide by all the Hospital’s rules and regulations (see Policy C-5) * Pass a physical examination given by a Hospital physicians (*if required by the local country or labor laws)* * Sign an employment contract. |