



CHILDREN IN FREEDOM

Education For The Citizenry We Want



HIRING POLICY

Manual



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CHILDREN IN FREEDOM (CIF)

&

CIF Schools

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We also thank those who shared with us information on their Hiring policy and their practical experiences.

We thank you all for your contributions.

Executive Director

Children in Freedom

New York, Nairobi

Hiring Policy: Recruitment and Selection Process

1. Practice Note

The foundations of staffing management involve finding qualified employees, attracting them, employing them strategically in the organization and keeping them for the long haul.

The hiring process for most organizations includes multiple steps and various practices, including the use of application forms, interviews, pre-employment testing, reference and background checks, employment offers, and in some cases, employment contracts.

The discipline of staffing management involves detailed knowledge and practical application of a variety of federal, state and local laws and regulations.

2. Purpose

Children in Freedom is committed to employ, in its best judgment, the best qualified candidates for approved company positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of Children in Freedom to provide equal employment opportunity for employment to all applicants and employees.

The appropriate authorization is required to initiate any action for an open position, including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate.

Definitions

Requisition form: An approved form authorizing the recruitment of regular full- and part-time employees and temporary and contract employees. All requisitions require appropriate approvals. Exceptions include internal promotions or transfers within an organization. These actions require the use of a Change of Status form.

Replacement requisition: Indicates a position that has been vacated by the transfer or termination of a current, regular employee. This type of position requires management approval through the director of human resources (HR). These requisitions are opened for the same or comparable position (including salary structure) as the employee who vacated the position. A replacement requisition is not required for the replacement of temporary (agency) workers. Replacements of temporary workers should be discussed with the HR department.

Add-to-head-count requisition: Indicates a new position is being created and there is not a current, regular employee in the position. This requisition requires management approval through the company president. It is required for the addition of temporary (agency) workers for either long- or short-term assignments.

3. Recruitment Process

- a) The hiring supervisor/manager submits an approved, completed requisition to the HR department.
- b) The HR department will assign a requisition number to assist in tracking and reporting.
- c) The HR department will contact the hiring supervisor to determine the most cost-effective methods of recruitment and selection. Only the HR director is authorized to approve expenditures relating to the recruitment of potential employees.
- d) Potential recruitment sources include:
 - ✓ Newspaper advertising.
 - ✓ Internet advertising.
 - ✓ Internet search.
 - ✓ Retained agency search.
 - ✓ Temporary agency.
 - ✓ Employee referral.
 - ✓ LinkedIn.
 - ✓ Twitter.
- e) The HR department will submit resumes of candidates to the hiring supervisor/manager. The hiring manager will identify the most appropriate candidates for interviewing.
- f) The HR department will conduct telephone pre-screens of identified candidates.

4. Selection Process

This process applies for external hires only.

- a) Depending on agreements with the staffing agency, staffing agency employees working under a temp-to-hire arrangement will be administratively transferred from their staffing agency to [Company Name] after a 60- to 90-day evaluation period, assuming their performance is satisfactory.
- b) Hiring managers are responsible for conducting timely, effective interviews of qualified candidates for open positions. The HR department is available to advise hiring managers on interview techniques and final candidate selection. All candidates to be interviewed must first complete a [Company Name] job application.
- c) The HR department will conduct reference checks and background checks on the selected final candidate.
- d) Upon the selection of the final candidate, the hiring manager and the HR department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.).
- e) The hiring manager will extend the verbal offer of employment to the candidate selected. The HR department will prepare a written offer of employment for the candidate.
- f) Upon receipt of an offer letter signed by the candidate, the HR department will close out the requisition on the tracking report.

5. Responsibility

The HR department is responsible for the overall management of the recruitment and selection processes, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

Sign Executive Director



APPENDIX 1 : INDIVIDUAL STATEMENT OF COMMITMENT

“I _____ (*name*), have read and understood the standards and guidelines outlined in this policy. I agree with the principles contained therein and accept the importance of implementing the Hiring policy and practices while working with or associated with CIF

Name _____

Job title/position/role _____

Signature _____

Date _____