
RECRUITMENT AND SELECTION

HSWC, Inc. fills all position openings with capable, competent, qualified personnel. In Head Start positions, every consideration will be given for the hiring of current or past enrolled Head Start parents.

Announcement of Openings - A Manager or the Executive Director must notify the Human Resource Manager of any new or soon to be vacated position immediately. If the position is new, the supervisor must submit a draft of position responsibilities to the Human Resources Manager. The Human Resources Manager will seek approval for each announcement from the Executive Director.

The Human Resources Manager will prepare and post all Position Announcements. A Position Announcement describing the job duties and minimum qualifications will be posted at the administrative office (Memorial Blvd.) and the main Head Start Building (North Ave.). Position Announcements will be posted for a period of seven (7) working days. Employees working at other sites will receive one announcement per site via interoffice mail.

The Human Resources Manager will notify Head Start parents of available positions via written memorandums sent home with children.

Internal Applicants — Position openings will be filled by qualified persons from within this Agency when possible. Preference is given to internal candidates over external candidates when both are equally qualified. However, internal candidates are not guaranteed the positions for which they apply.

Interested employees must complete an internal application to be considered for open positions. Internal applications may be obtained from the Human Resources Manager. Employees must have held their current position for at least six (6) months and not have any current or pending disciplinary action to be considered for open positions.

Internal applications on posted openings that are submitted after the seven (7) day period are considered only if the employee was on approved leave or away from the work site during the posting period or if no other applicants were interviewed for the position.

External Applicants - The Human Resources Manager may advertise openings in local newspapers, college career centers, MD job service, selected trade or professional journals, job fairs, and internet recruiting sites.

HSWC, Inc. will always accept resumes of individuals interested in employment. However, before an individual is interviewed, an application must be completed. Applications and resumes are kept on file in active status for one year following submission. All active applications/resumes will be reviewed prior to advertising in the newspaper.

Interviewing — Applicants will be screened by the Human Resources Manager to determine candidates to be interviewed for a job opening. Candidates will be interviewed by the Human Resources Manager, the supervisor of the position, and in the case of Head Start employees, at least one member of the Policy Council. Other appropriate staff members may participate in interviews as requested by the supervisor.

Appointment —The authority for the appointment of all Head Start positions will lie with the Board of Directors and the Head Start Policy Council. The authority for all other appointments shall be delegated to the Executive Director or his designee. If an emergency necessitates filling a position immediately in order to provide for continuity of service, and it is impractical to fill the position according to these policies, the Executive Director may appoint a person qualified for the position, but the appointment shall be for no longer than 120 calendar days.

References/ Criminal Background/ Physical - To ensure that individuals who join HSWC, Inc. are well qualified and have a strong potential to be productive and successful, it is the policy of HSWC, Inc. to check the employment references of job candidates. It is also the policy of HSWC, Inc. to perform a criminal background check on every employee. If the criminal background check shows cases on file, an employee who is on introductory status will be terminated immediately.

All employees must undergo a physical examination. HSWC, Inc. will reimburse the cost of this examination not paid by medical insurance. In the case of some positions, subsequent physical examinations may be required in accordance with federal, state, or local law, or the requirements of licensing authorities. HSWC, Inc. will also reimburse the cost of those examinations.