



OPTIMUS SOLUTIONS RECRUITMENT & HIRING POLICY

Effective Date: January 1, 2005

POLICY

The purpose of this policy is to outline the recruitment and hiring process. In deference to federal law, Optimus does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, or military service in its administration or employment practices.

PROCEDURE

I. ELIGIBILITY

To apply for employment, an application and/or a resume is required.

II. HIRING A STAFF MEMBER

- A. **Applicant**: An individual becomes an applicant once he/she applies for a specific open position.
- B. **Skills Testing**: Optimus uses only validated job-related skills testing for appropriate positions.
- C. **Requirements Before Offer of Employment**: The requirements outlined below shall be completed prior to an offer of employment unless the department administrator waives some of these requirements. No staff member may begin employment without completion of the steps below.

Prior to making an offer of employment, the following steps must be completed:

- 1. Application or resume submitted to Human Resources
 - 2. Personal interview and selection
 - 3. References checked of a candidates' work background and qualifications; minimum of two required
- D. Requirements outlined above are the minimum requirements for every position; some positions may have additional requirements. Optimus reserves the right to rescind an offer, or to terminate employment, if information is misrepresented, or omitted from an application or resume, or during the interview process.

III. TYPES OF POSITIONS

Optimus recognizes three types of staff positions: regular, PRN, and term. Staff may be employed in these positions on a full-time or part-time basis.

- B. **Regular positions**: Ongoing positions with no defined ending date are considered "Regular" positions. That does not mean a regular position cannot end - it means there is no current expectation that it will end at a defined time.
- C. **PRN positions**: Acronym stands for Latin word, "pro re nata," which translates to "as the situation demands." Staff in PRN positions work on an "as needed basis." PRN positions are budgeted positions tied to a specific unit. However, PRN positions are considered "temporary employment."
- D. **Term positions**: "Term" positions are staff positions that exist for a designated period of time. Although a position may exist for a specified or indefinite period, staff who accept term appointments are not

guaranteed employment for the entire period; they are employed for indefinite periods within the limit of the appointment. There are no guarantees of continued employment, either within the term or when the term ends. Term appointments are treated like regular staff positions for benefits eligibility and vacation, holiday, and sick time accrual. Staff in term positions are subject to the same performance improvement counseling and disciplinary policies as regular staff, and they may use the grievance review process once they have completed their initial orientation periods. Positions that do not have defined ending dates or that are likely to exist for longer than one year should be established as regular positions rather than as term appointments.

IV. RECRUITMENT GUIDELINES

Outlined below are key points for the applicant in the hiring process, as well as key points for the hiring official.

Applicant Process

1. Application forms or resumes are considered "active" for six months
2. Applications for specific positions will be accepted during the period identified on Optimus' job list posting.

Hiring Process

A position must formally exist within the Optimus classification and position control system before it can be posted for recruitment. Position advertisements must be placed through the Managing Partner to ensure adherence with affirmative action guidelines.

Recruitment and Staffing:

3. *Responsibility of Recruiter* -- for all positions, Recruiters are accountable for sourcing and presenting a diverse pool of candidates, as well as notifying the hiring official when a position has an affirmative action hiring goal.
4. *Search firms or consultants* – selection of search firms or consultants are also coordinated with Recruitment and Staffing.
5. *Affirmative action monitoring* – for internal reports and audit purposes, the Office of the Managing Partner tracks staff hiring activity.
6. *References* – a minimum of two references from an applicant's previous employment are required for internal or external candidates. When the applicant has no previous employment, other references may be considered. Either the Recruiter or the hiring official may check references; coordinate reference checking questions with the appropriate Recruiter.
7. *Salary recommendations* – salary recommendations are coordinated with the appropriate Managing Partner prior to extending an offer.
8. *Written offer of employment* – Recruiters are responsible for confirming any offer of employment in writing, signed by the Managing Partner, and ensuring that the offer letter includes appropriate language.
9. *Exit interview* -- An exit interview should have been scheduled with any departing staff. Exit interviews shall include either the Senior Partner or the Managing Partner.

V. GENERAL INFORMATION

- A. Minors: Federal and state laws restrict the nature and amount of work that persons under the age of 18 can perform. Contact Recruitment and Staffing to ensure compliance with child labor laws when considering hiring a minor.
- B. Non-Resident Aliens: Individuals who hold citizenship in countries other than the United States are subject to special conditions related to employment. Eligibility to work in the U.S. depends on an individual's visa status. Supervisors who are considering hiring a foreign national applicant must contact the Office of International Services to make sure that all legal and policy requirements are met before any job offer is made

Approved:
Daniel J. Seaman, Managing Partner