Policy Title: Recruitment and Screening of Internal Candidates

Program or Department: All

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Title of Staff Member(s) Responsible for Implementation: Vice Presidents, Directors, Managers, Supervisors, Human Resources Staff

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Procedures Written/Revised by: Louis Scrima, Vice President Human Resources
Procedures Date Revised: Kelly Wishart, Vice President Professional Development & Quality
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Policy:
Current staff members will be notified when there are internal job opportunities within the Agency. Job openings will be posted at each Agency site and on the Agency web site. When a staff member expresses interest in applying for an internal position, consistent procedures will be followed to assess that person’s interest, capability, and fit. No employee may apply for a new position unless he or she has completed an introductory period in his/her current position.

Procedures:
1. When job openings have been approved for posting the respective Manager or Vice President of the program will send the information on the postings to the Vice President of Human Resources. The Vice President, or designee, will prepare a job posting and cause an internal job posting to be placed both on the agency’s website and at each agency work site.

2. Any current employee that is interested in applying for another position within the Agency will forward a letter of interest and a copy of their resume to the contact person listed in the internal job posting.

3. Applicants whose qualifications appear to meet the requirements for an available position at the Agency will be required to provide the name(s) of their current Supervisor and/or
Manager.

4. The Supervisor or Manager receiving the employee’s letter of interest and resume will acknowledge the application via a telephone call or email to the prospective employee. This Manager will also contact the prospective applicant’s current Supervisor/Manager to inform them of the staff member’s application. Applicants whose qualifications appear to meet the requirements for the position will be offered a job interview. The Manager of the program will arrange this with the applicant in a timely manner. The purpose of the interview will be to assess the applicant’s interest, capability, and fit.

5. The job interview for the internal candidate will follow the same format as for an external candidate, requesting information about job experiences, situational scenarios, career goals, and philosophy on working with individuals/families, ethics, conflict management style, ways the applicant manages stress, supervision needs, team relationships, and cultural competence.

6. The Manager of the program responding to the prospective applicant will contact the applicant’s current Supervisor/Manager. The Manager must request information regarding the applicant’s strengths, weaknesses, reliability and suitability for the specific position that the staff member has applied for. The results of these discussions must be summarized in writing and attached to the applicant’s resume. These summaries will become part of the employee’s personnel file.

7. If an employee is applying to a position in Head Start, Early Head Start, Child Care, or Permanency, or a position that is funded in part by the Head Start or Early Head Start grants, and that employee is not currently working in these programs, the employee must have on record:
   - A notarized BCI request;
   - A CANTS request;
   - Evidence that the employee has been fingerprinted within six months of hire and that the results of the criminal background check are being sent directly to Children’s Friend;
   - A doctor’s or medical professional’s authorization of fitness for work;
   - Results of a TB test taken within 6 months of hire. If the results of the test are positive the employee must provide documentation proving either that they do not have active TB or that they are not contagious;
   - Proof of immunization for (TDAP) Tetanus, Diphtheria and Pertussis: one (1) dose of TDAP vaccine
   - Proof of immunization for Measles, Mumps and Rubella: two (2) doses of MMR vaccine
   - Proof of immunization for Chickenpox: two (2) doses of Varicella vaccine
   - Proof of immunization for Influenza: annual influenza vaccination, administered between July 1 and December 31 of each year, is required for all child care workers
   - DCYF forms 108 and 109, if applicable;
   - Policy Council approval.

8. Once a decision has been made about the employee’s suitability for the new position, the
Manager of that program will notify the prospective applicant both verbally and in writing to either offer the position or notify the person of an unfavorable decision. This written correspondence will become part of the employee’s personnel file. The Manager of the program will also notify the applicant’s current Manager to inform them of the decision made.

9. The new Manager will complete the “Request for Letter of Employment and note on it that it is a Change of Status, obtain the new Manager’s/Director’s and Vice President’s approval and submit the form to the Human Resources Department. The new Manager must include a copy of the letter of application, resume, and documentation of three references to the request.

10. The Human Resources Staff will make sure that all documents, forms, and approvals have been submitted prior to preparing the hire letter for signature of the President and Chief Executive Officer or his/her designee.