


Category:	Human Resource Admin	INCA Community Services Personnel Policy 
Sub Category:	Service/New Employee	
Effective Date:	10/1/1986	
Revised Date:	6/ 2018	
Forms:	Applicant Summary/Tracking Report, New Hire Tracking Sheet, New Employee Checklist	
Responsible: Program Directors, Human Resource Director, Designated Supervisors		
Hiring Policy		
Policy		
<p>INCA Community Services believes that hiring qualified individuals to fill positions at the agency contributes to the overall success of INCA. Each employee, while employed, is hired to make significant contributions to the program and the agency. In hiring the most qualified candidates for positions, the following process should be followed.</p>		
Hiring Process and Procedure		
Conditional Job Offer		
<p>If a job applicants has "passed" each step of the selection process to this point, (see interview policy) it is typically customary for a conditional job offer to be made. Conditional job offers are usually made by the HR Director, Program Director or designated supervisor. In essence what the conditional job offer implies is that <u>if</u> everything checks out "okay" (passing certain medical, physical, or substance abuse test) the conditional nature of the job offer will be removed and the offer will be permanent.</p>		
Applicant Summary/Tracking Report		
<p>After an employee is given a conditional job offer their name and information is transferred from the program section to the hired section in the Applicant Summary/Tracking Report and added to the New Hire Tracking Report by the Program Director after approval from the Executive Director.</p>		
New Hire Tracking Report		
<p>When an applicant is chosen for a position their name will be added to the New Hire Tracking Report. The following results will be dated in the system as it is made available to the Program Director and/or Human Resource Director:</p> <ul style="list-style-type: none"> • Drug Test • NSOWP • Joshua's List • Fingerprints 		

- OSBI
- National Background
- MVR
- Physical
- References
- Start Date
- Orientation Date
- E-mail address

Pre-Employment Intake

Human Resource Director, Program Director or designated supervisor will call the candidate in to complete the pre-employment paperwork which will be on the Pre-Employment Checklist and instructed what documentation will be needed.

- Criminal Background Checks ([See criminal reference check policy](#))
- Pre-Employment Drug Testing ([See Drug and Alcohol Testing Policy](#))
- Pre-Employment Checklist
 - Employment Information Sheet
 - Direct Deposit Authorization
 - Employee's Withholding Allowance Certificate
 - Employee History (Current Address/Emergency Information)
 - Copy of Driver's License
 - Copy of Social Security Card
 - Signed Job Description
 - Employment Eligibility Verification
 - Other program specific requirements

Assignment of Agency Email address

The Human Resource Director will assign the employee an email address. The Human Resource Director will send a welcome email with information about the organization. This e-mail address will be given to the new hire and encouraged to use.

Initial Start Date

After the necessary documentation and clearance has been obtained needed to establish them as a qualified employee:

- Human Resource Director, Program Director or designee will contact employee of initial start date.
- The New Employee Orientation process will also begin on the initial start date. ([See New Employee Orientation Policy](#))
- Upon completion of New Employee Packet it will be sent to the Human Resource Department.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.