


Category:	Human Resource Admin	INCA Community Services Personnel Policy 
Sub Category:	Services	
Effective Date:	5/18	
Revised Date:		
Reference:	HS Performance Standards 1302.50(a)(4), 1302.91, Act 648A(a)(B)(i), ACT 648A(a)(B)(ii), Act 648A(a)(3)(B)	
Responsible: Supervisors, Program Directors, Human Resource Director, Executive Director		
Recruitment Policy		
Policy		
INCA believes that hiring qualified individuals to fill positions at the agency contributes to the overall strategic success of INCA. Each employee, while employed, is hired to make significant contribution to INCA. In hiring the most qualified candidates for positions, the following recruitment process should be followed.		
Personnel Requisitions		
<ul style="list-style-type: none"> Personnel requisitions (electronic request) must be completed to fill INCA positions. Requisitions must be approved by the Program Director and the Executive Director and then forwarded to the Communication/Capacity Director, Human Resource Director and Senior Bookkeeper. Personnel requisitions should indicate the following: <ul style="list-style-type: none"> Position title Program Location of Position Reason for the opening Salary Range Essential job function and qualifications or current job description (can be linked) Any special recruitment advertising instruction Communication/Capacity Director will ensure the position is posted and advertized. Human Resource Director will be responsible for tracking the recruitment process. Due to budgetary limitations, certain vacancies may not be filled immediately upon being vacated. 		
Job Postings (In-house)		
<ul style="list-style-type: none"> Human Resource Director will notify staff through agency email accounts about job openings. The minimum qualifications for the position are listed on the job opening announcement <ul style="list-style-type: none"> Position Title Program Location of Position Hours 		

- Benefits
- Job Description attached and on website
- Current employees will need to complete the online application.
- Employees are responsible for checking INCA's website for the latest notices. Upon request opening will be texted to those who can not find internet access. Computers are available at all INCA locations.

Transfers

(See Promotion and Transfer Policy)

Recruitment Advertising

- Positions are advertised externally based on need and budget requirements.
- All job openings are posted by the Communication/Capacity Director on INCA's website, agency facebook pages and groups and job search sites.
- The Capacity Director is responsible for placing all paid recruitment advertising.
- All advertising will include the statement "An Equal Opportunity Employer"
- Announcements of job opening will be made through any combinations of the following methods as determined by hiring team:
 - Facebook and other social media;
 - Job Search site;
 - Newspaper;
 - INCA's website;
 - Announcements through special publications / newsletters;
- Human Resource Director will notify Capacity Director of necessary advertisement and updated upon filling position and/or every Friday.

Accepting Applications

- Online applications only.
- Assistance will be given to those who need completing the application.
- Job Search Sites
 - This site is being used as a form of communication and advertisement for the agency to receive qualified potential applicants.
 - Interested candidates submitting through an online job search site shall be directed to apply online.
 - At no time will job search sites resumes be considered applications to the agency.
 - The resumes submitted through job search sites are only subject to receive notification through the site that we are interested in having them apply for the position officially through the agency website.
- Facebook and social media
 - This site is being used as a form of communication and advertisement for the agency to receive qualified potential applicants.

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.