

**ATHENS/HOCKING/VINTON 317 BOARD  
PERSONNEL POLICY MANUAL**

**RECRUITMENT AND SELECTION**

**SECTION 3.06**

- A. If the job to be filled is a new position, a job description shall be written by the relevant supervisor and approved by the Executive Director. Applicants are required to submit to reference checks, interviews, background checks, performance test results, and/or other job-related screening procedures.
- B. If the job to be filled is the result of a vacancy in an existing position, the job description should be reviewed by the relevant supervisor to assure that the job requirements are still pertinent and approved by the Executive Director.
- C. If a determination is made by the Executive Director that additional personnel are needed, a position title, job description, and advertisements shall be drafted by the relevant supervisor, and approved by the Executive Director. The authorization for an increase in personnel numbers shall be presented to the Executive Committee for approval, and then to the Board for authorization.
- D. Recruitment: All vacancies will be posted internally and externally and shall be posted in an area including but not limited to the immediate catchment area. The Executive Director reserves the right to waive, modify or deviate from this posting requirement when deemed to be in the best interest of the organization.
- E. Applicants will be informed in writing if they were not selected.
- F. Selection: After all candidate(s) are interviewed, the Executive Director will make the final selection(s).
- G. Offer of Employment: The Executive Director shall notify, in writing, the successful applicant of the job offer and of the conditions, if any, which apply. These documents will be kept in the newly hired employee's personnel file.