

Personnel Planning Tool-Pre-Hire Approval

Policy - Personnel Planning Tool/Pre-Hire Approval

The filling of any Ability Works position begins with a determination of the need and a thoughtful planning process for both classification and recruitment (PRIOR to any announcement of the position). The “Personnel Planning Tool / Pre-Hire Approval” form must be initiated by the employing unit and forwarded for review/approval by the supervisor, HR, CFO & CEO in order to proceed to fill the position.

- *One form per position vacancy, or indicate if multiple hires are possible for the same classification / title.*

Procedure

Action by:	Action
Manager	<ol style="list-style-type: none"> 1. Complete all of Section 1 of the attached form 2. Attach job description & advertised description 3. Submit to Department Head and CEO for approval in Section 2 4. Forward completed Pre-Hire Tool to Business Manager
Manager	<ol style="list-style-type: none"> 1. Complete Ability Works Recruitment Checklist 2. Submit final candidates to Department Head for final interviews
Department Head	<ol style="list-style-type: none"> 1. Complete final interviews & introduce to CEO before offer of employment. 2. Make conditional offer of employment 3. If offer is different than indicated on original form or has special condition seek final approval and Complete Section 3 4. Notify HR of start date and supply completed planning tool to HR.

Tips

Traps

Effective Date	Relevant Department	Approved by
----------------	---------------------	-------------

July 20, 2017	all departments	Allison Young
---------------	-----------------	---------------

Attachments list



[personnel-planning-tool-fill-in.pdf](#)



[checklist-recruitment.doc](#)

End of document: "Personnel Planning Tool-Pre-Hire Approval"

Document ID: 8913, Created : June 15, 2017 9:23 am, By : llagodney, Last updated : June 24, 2019 11:04 am, Updated by : llagodney

Produced & Printed : Monday 1st of July 2019 07:21:22 PM
