

**COMMUNITY ACTION COMMITTEE OF PIKE COUNTY  
POLICY MANUAL**

**941 Market St., Box 799, Piketon, OH 45661**

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<b>SUBJECT:</b>	<b>EMPLOYMENT APPLICATION PROCESS</b>	<b>SECTION: 03.04.05.11 PAGE: 1 of 3</b>
<b>EFFECTIVE DATE:</b>	<b>January 22, 2013</b>	<b>SUPERCEDES: 03.04.05.11</b>
<b>ISSUE DATE:</b>	<b>January 22, 2013</b>	<b>PAGE NUMBER(S): 1 of 1</b>
<b>APPROVED BY:</b>	<b>Executive Director <i>GBR</i></b>	<b>SECTION NUMBER: 03.04.05.11</b>
<b>APPROVAL DATE:</b>	<b>January 22, 2013</b>	<b>EFFECTIVE: January 2, 2013</b>

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**DIRECTIVE:**

The purpose of this procedure is to outline the required steps in the recruiting process for all vacancies at the Community Action Committee of Pike County. This procedure also addresses requirements for the posting and advertising of vacant positions in accordance with federal and state laws and regulations requiring nondiscrimination and affirmative action in employment.

**PROCEDURE:**

**Application for Employment:**

1. Employment applications will only be distributed and accepted when Community Action has a position vacancy.
2. Once a position vacancy has been filled no employment applications will be kept on file.
3. All job seekers must complete an agency employment application for any posted positions. Job seekers who have a previous employment history with Community Action must disclose this information at the time of submitting their application for determining their eligibility for rehire.
4. Applications for employment can be obtained at the administrative offices reception area located at 941 Market Street Piketon or online at [www.pikecac.org](http://www.pikecac.org)
5. If requested, a job description for the advertised position will be made available to the job seeker.
6. An approved position vacancy advertisement may be posted in-house for three (3) full working days if the vacancy is expected to be filled with a current eligible staff member or can be advertised in the local biweekly newspaper twice. If the Executive Director feels the necessity to advertise the position in a broader area, advertisements may be placed in additional papers for the same period of time. Additionally, this position vacancy will be advertised through the SCOTI On-Line (Sharing Career Opportunities & Training Information) web site.

**Applicant Screening**

1. The Front Office Coordinator or his/her designee will forward employment applications to the designated Program Director or their designee.
2. Program Directors or their designees are responsible for identifying and screening a pool of job seekers against advertised basic qualifications and identify the most qualified applicants for referral. At this time Reference Checks are to be conducted and a hiring grid established.
3. Job seekers who do not meet the basic qualifications will not continue in the selection process and shall be notified of their status.

4. The Program Director or their designee will notify the Front Office Coordinator of any testing requirements needing to be completed on the eligible job seekers.
5. The Front Office Coordinator will make three documented attempts for notification of testing to all eligible job seekers meeting the minimum requirements for the advertised position.
6. Test scores will be forwarded to the Program Director or their designee and placed in the Test Score file on Aristotle.
7. Program Directors or their designee will conduct interviews with candidates.
8. Once the interviews have been conducted the Program Director or their designee will decide which finalist will receive the job offer as well as the rank order of the other finalists in case the chosen finalist declines the job offer.
9. The Program Director will then set up a meeting with the Executive Director to receive approval for hiring the selected finalist.
10. Once the Executive Director has approved the selected finalist and the selected finalist has agreed upon the terms of employment, the Front Office Coordinator or his/her designee will notify by mail all the other job seekers that the position is filled.
11. The Program Director or their designee will set up a date and time with the Employee Benefits/Accounting Coordinator for initiating the necessary post offer/pre-employment screenings (drug test, BCI check, etc.) and to finalize the hiring process.
12. If a position vacancy occurs sixty (60) days or less after the same position was previously filled, the Program Director can utilize the hiring grid to choose the next qualified job applicant to fill the position vacancy without resorting to further posting or advertising.
13. Under certain circumstances, it may be necessary to rescind an offer of employment. These circumstances include, but are not limited to the following:
  - a. A candidate omits or falsifies information on the employment application or related documents;
  - b. Criminal background information for both misdemeanor and felony convictions as they relate to the position to be filled are not acceptable.
  - c. Failure of the drug test.
14. In the event that it is appropriate to rescind an employment offer, the Program Director with approval of the Executive Director will inform the job seeker in writing.

**RESPONSIBILITIES:**

Responsibilities shall be as defined above.

