

MEDICAL COLLEGE OF OHIO

Subject: HIRING PROCEDURES

Policy No.: 05-001

Whenever a position becomes vacant or a new position is created, the hiring department must complete a Personnel Authorization Form, and position description to include comprehensive up-to-date position duties and qualifications.

Once job duties and classification have been determined, the PAF and position description will need to be approved appropriately by the department head, appropriate Cabinet member, Budget and Human Resources.

After the approval process has taken place and Human Resources has received appropriate paperwork, the Position Vacancy will be posted on MCO bulletin boards for internal bidding for 4 days, excluding weekends and holidays. Interested employees will complete a bid application.

For bargaining unit positions three employees will be certified to the department or unit by the Human Resources Department. The department or unit may review personnel files and contact supervisors of the three certified employees.

Once a selection is made, interviewing managers may offer the position if it is being filled with an internal candidate. Once accepted, the interviewing manager must notify Human Resources and all other internal candidates of their nonselection, and contact the employee's current supervisor to arrange for an effective date of transfer, in accordance with the timeframes in our Labor Contract.

If recruiting externally, the interviewing manager will work closely with their Human Resource Representative to create a recruitment plan and assist the hiring department throughout the process. Once a selection is made, the hiring department will inform Human Resources of its selection. The Human Resources Staff will make the employment offer, with consideration for the Affirmative Action Plan, and schedule all pre-employment requirements, such as pre-hire drug tests, etc. Human Resources will complete the Personnel Change Form and Applicant Register.

Source: Vice President for Operations

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