

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0121 (HR) Subject: Notice, Posting & Interview of Available Positions  
Effective Date: 11-20-87 Last Revision: 12-05-2024  
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Usher 12/9/24 Date Julie Savage 12/9/24 Date  
Superintendent, WCBDD Department Director/Coordinator

1. A Request for Posting will be completed by the supervisor in the applicant tracking software using form, 03-ALL-ALL-0450 and 03-ALL-ALL-0450A (Request for Position Posting Instruction) and routed to the next supervisor with an ongoing process to the Superintendent.
2. An available position may occur either by the creation of a new position and added to the Board approved Table of Organization, or by the resignation, retirement, or termination of an individual from an established position on the Board approved Table of Organization.
3. Notice for available position will be posted on the agency's web page for at least five (5) calendar days or longer if desired. Postings on the web page located on the internet are public, and anyone may apply. Applicants must complete the application from the link located on the agency's web page on the internet.
4. The posting notice will be removed from the intranet at midnight of the closing date as stipulated on the posting.
5. All applicants who meet the minimum qualifications of the available position will be given consideration. A screening process will be implemented with the top applicants being granted interviews. If an internal applicant is selected for an interview, the Human Resources Department will attach the Internal Reference Check forms, WCBDD Form 03-ALL-ALL-0452 and 03-ALL-ALL-0448. If an external applicant is selected for an interview, the Human Resources Department will attach the External Reference Checks forms, WCBDD Form 03-ALL-ALL-0448. All information for internal and external applicants will be forwarded on to the interviewer(s) through the applicant tracking software.
6. The interviewer must use the same set of questions for all applicants of the available position. Interviewers must keep a summary of each applicant's responses. Interview forms/statements shall be forwarded to the Human Resources Department for those individuals actually hired. Interview data for persons not hired shall be retained by Human Resources Department for 1 year from the date the position was filled, for future reference/use.
7. All applicants interview(s) will be active for 180 days following the completion of the interview. If an applicant applies to the same position within the 180 days of their previous interview, the previous interview will be recognized for the current position applied to. In addition, applicants that have applied for other positions and have been previously interviewed within the last 180 days, will be able to proceed directly to a 2<sup>nd</sup> interview if determined unanimously by the interview team that the applicant possess the skills and ability to successfully perform the job.
8. When interviews have taken place and a recommendation is made to hire a qualified applicant, procedure 02-ALL-ALL-0122, Employment Approval and Documentation for Official Employee Personnel File, shall be followed.

References: Ohio Revised Code – Chapter 123

Procedures: 02-ALL-ALL-0122

Forms: 03-ALL-ALL-0450; 03-ALL-ALL-0450A; 03-ALL-ALL-0452; 03-ALL-ALL-0448

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