

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Hiring Positions "Posted Until Filled"	SOP NO. DATE: 6-29-00 REVISION DATE: 11-14-00
DIVISION/BUSINESS UNIT: Human Resources	APPROVED BY: <i>HRD Manager</i> <i>Barbara J. French</i>	DATE: 11-14-2000
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1.01 **PURPOSE**

To create a standard procedure for positions that are posted until filled.

2.0 **DEFINITIONS**

2.1 Posted Until Filled

This means a job description was posted as a regular posting and was not filled due to no applicants or unqualified applicants applying. The position becomes posted until filled until the HR Rep and supervisor deem enough applications have been received.

2.2 Regular Posting

A position that was posted for the two week or 30 day posting period.

2.3 Pre-screening/Committee

A qualified committee who determines, based on criteria, if applicants are screened in or out of the interview process. The make-up of the committee is:

Formal Pre-screening: HR Rep, one Personnel Commission members, the immediate supervisor and Area Manager (if he/she chooses).

Informal Pre-screening: HR Rep and immediate supervisor.

2.4 Formal Interview/Committee

Interviews conducted for regular postings or until filled positions.

Formal Interview: HR Rep, two Personnel Commission members , the

immediate supervisor and Area Manager (if he/she chooses).

2.5 Informal Interview

Interviews conducted for transfer bids and second interviews.

Informal Interview for transfer bids: HR Rep and immediate supervisor.

Informal Interview for second interviews: HR Rep and immediate supervisor.

3.0 **PROCEDURES**

3.1 Compensation posts positions designating them as posted until filled.

3.2 Reception accepts applications/resumes for position.

3.2.1 Accept transfer applications for the first 5 days of the posting issuing date.

3.3 HR Rep checks posting on a weekly basis and contacts supervisor on the status of the applications.

3.4 HR Rep contacts the supervisor regarding the number and type (transfer/regular) of applications received for the posted position.

3.5 Supervisor determines if a pre-screening should be held or if the position should continue to be posted until filled based on the applications received.

3.6 HR Rep schedules pre-screening if supervisor requests.

3.6.1 HR Rep calls pre-screening committee to set-up a screening date.

Note: All applications received after the screening date will be placed on hold until further notice. HR Specialist will notify applicant via letter that the interview process has commenced and they will be notified if the position is filled or if they are eligible for an interview.

3.7 Hold pre-screening.

3.8 HR Rep verifies Tribal enrollment and drivers certification, if applicable.

3.9 HR Rep sends out not qualified letters to applicants that do not meet the job description requirements based on the pre-screening results.

3.10 HR Rep sets up testing if applicable.

3.11 HR Rep calls interview committee to schedule interview date.

3.12 HR Rep notifies applicant of interview date two weeks in advance via letter.

Note: An exception may be granted to the two (2) week written notice if the HR Rep calls applicants to set up interview, with a letter to follow.

3.13 HR Rep requests background checks for all qualified applicants.

3.14 Interview committee interviews applicant(s)

3.15 HR Rep totals interview scores for applicant(s) after all (formal) interviews are completed.

3.16 HR Rep completes employment verifications on top two (2) applicants.

3.17 HR Rep receives approved background clearance checks on top applicants.

3.18 HR Rep calls supervisor with the names of the top two (2) applicants and to discuss wage offerings.

Note: Supervisor makes final selection of applicant following the policies and

procedures for hiring using Indian Preference.

- 3.19 HR Rep calls applicant and offers position.
- 3.20 Applicant accepts job offer.
- 3.21 Applicant complies with pre-employment drug test.
- 3.22 HR Rep has applicant complete required hiring paperwork so that they may begin working (with a negative drug test result).
- 3.23 HR Rep will withdraw job offer from applicant for a positive drug test result, or failure to show up at appointed time, or if applicant attempts to adulterate or substitute the test sample.
- 3.24 HR Rep begins screening process with applications currently on hold if position is not filled at this time due to drug screen results/non-compliance or if both applicants refused the job offer. (process begins at 3.3)
- 3.25 HR Rep will contact Compensation to pull the posting once the position is filled.
- 3.26 HR Rep will notify remaining applicants who submitted applications after the interview process began that the position was filled.