

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

Location:

909 Packerland
Green Bay, WI 54303

Phone: (920)496-7000

<http://www.oneidanation.org/humanresources/>



Mailing Address:

P.O. Box 365
Oneida, WI 54155-0365

Fax: (920)496-7490

Job Line: 1-800-236-7050

HR Interpretation on Labor Pools

October 29, 2012

In Personnel Policies and Procedures Section II – Recruiting, B. Labor Pools 5., it states:


5. When a vacancy occurs in a Labor Pool Position, the supervisor will notify the Human Resources Department of the position to be filled. The HRD Office shall then refer the top three (3) applicants to the immediate supervisor. The top three applicants shall be based first on the Oneida and Indian Preference Policy and, second, the date an application was received. The immediate supervisor will notify the HRD of their selection and the HRD office will then offer the position to the applicant. After the position is filled, all ranked candidates will move up on the list.

When HRD Office refers the top three (3) applicants to the immediate supervisor, the supervisor may request informal interviews with the top (3) applicants for one (1) vacant position.

For multiple vacancies, the HR Representative shall provide three (3) applicants for each vacant position. Example: The supervisor has three (3) vacancies. Should the supervisor decide to hold informal interviews with the pool applicants, the HR Representative will send the next nine (9) applicants from the pool for the supervisor to interview.

The HR Representative will schedule the informal interviews and serve as the Interviewing Officer for the informal interviews.

All hiring decisions will be based first on the Oneida and Indian Preference Policy and second, the date the application was received.


Marianne J. Close, Compensation and Employment Director

10-29-2012
Date


Geraldine R. Danforth, HR Area Manager

10/29/12
Date