

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

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HR Interpretation on Labor Pools

July 1, 2013



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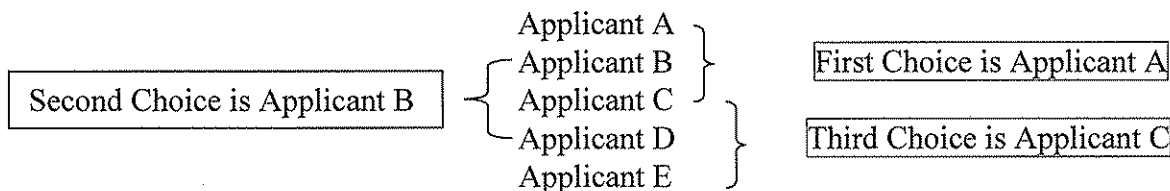
In Personnel Policies and Procedures Section II – Recruiting, B. Labor Pools 5., it states:

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.

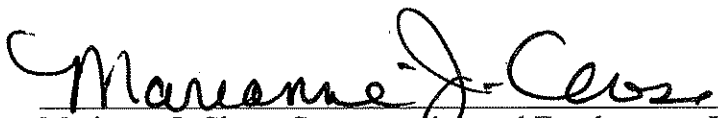
The supervisor may request informal interviews with all applicants who have applied for the pool position. The HR Representative will schedule the informal interviews and serve as the Interviewing Officer for the informal interviews.

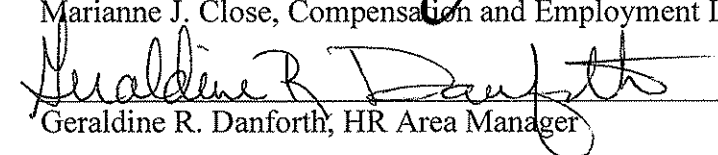
For a single vacancy, the HRD Representative will provide the names of the top three (3) applicants to the immediate supervisor. The supervisor shall choose one of the top three applicants for the vacant position.

For multiple vacancies, the HR Representative shall provide three (3) applicants for each vacant position. Example: The supervisor has three (3) vacancies. The supervisor will have a choice of the top three applicants as the supervisor selects an applicant, the next applicant will move into the top three. An example of the selection of multiple vacancies is demonstrated below:



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


Geraldine R. Danforth, HR Area Manager

7/11/2013
Date

7/11/13
Date