



SUBJECT:	Recruitment
POLICY NO:	VII:06
APPLICABLE TO:	All Employees
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EFFECTIVE DATE:	February 1, 1996
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

All recruitment activities must be consistent with HHRI's commitment to the principle of equal employment opportunity and affirmative action. Therefore, it is the policy of the Hennepin Healthcare Research Institute (HHRI) to not discriminate against applicants and employees because of race, creed, color, religion, gender, disability, age, national origin, marital status, status with regard to public assistance, affectional preference, membership or activity in a public commission, protected veteran status, or familial status.

II. PROCESS:

A. HUMAN RESOURCES REQUISITION

1. If it is determined that a position is necessary, the immediate supervisor should contact Human Resources to request a Recruitment Requisition. A requisition is required for all new, replacement or upgraded positions.
2. The immediate supervisor is responsible for completing the requisition and obtaining all appropriate signatures before sending back to Human Resources. All requisitions require approval from the Principal Investigator and HHRI Grant Accounting. Non-Sponsored Funds Requisitions require signatures from the supervisor and Vice President of Operations/COO. Typically, Human Resources does not begin the recruitment process until they receive the completed requisition.

B. JOB POSTING

Position vacancies will be filled from within HHRI whenever possible, provided internal candidates meet the essential job requirements, with or without reasonable accommodations, of the new position. To provide a uniform system of identifying and communicating employment opportunities within HHRI, positions that cannot be filled by a normal growth progression within the fiscal unit where the opening exists must be posted.

Management reserves the right for selective posting.

1. Positions are posted online via the Applicant Tracking System once an approved requisition is received.
2. Open positions must be posted for a minimum of five (5) business days. If after 5 business days the immediate supervisor does not have a qualified candidate, they may elect to continue posting the position.
3. An employee should complete the designated period of service in his/her position before applying for a position outside his/her division. The service requirement is as follows:
 - a. Non-Exempt employees must work six (6) months in their current position.
 - b. Exempt employees must work twelve (12) months in their current position.

If an employee has not completed the service requirement, they must obtain their immediate supervisor's consent before applying for another position.

C. REVIEWING CURRENT APPLICATIONS/RESUMES

The hiring supervisor is given access to the Applicant Tracking System to review the backgrounds of all candidates applying for the posted position allowing them to determine which applicants meet the minimum qualifications and are to be invited to interview.

D. ADVERTISING

If it is determined that additional advertising is necessary, Human Resources will coordinate with the hiring supervisor to determine which professional websites, university websites, etc. should be utilized. Human Resources is responsible for placing any additional advertisements. All advertising costs will be expensed directly to HHRI research accounts.

Advertising in women, minority, veteran and disabled oriented news media is encouraged to promote women, minority, protected veterans and individuals with disabilities to apply.

E. INTERVIEWING

1. The immediate supervisor should contact the Human Resources Generalist with the names of applicants they would like to interview, and their available dates and times for interviewing. Human Resources will usually be responsible for scheduling interviews and notifying the immediate supervisor of dates and times.
2. Typically, the candidates meet with Human Resources first, at which time they will be asked to review the job description and/or the list of physical demands for the position for which they are applying and sign a Job Requirement Acknowledgement. Human Resources will also administer typing and clerical testing, if applicable. If the candidate is qualified, they will be referred onto the immediate supervisor for an interview.
3. After all the internal and external interviews have been completed; the immediate supervisor and Human Resources Generalist should meet to see if a decision can be made.
4. The Human Resources Department initiates applicable reference checks, driver's license verifications, licensure verification, criminal background checks (fingerprinting, MBI, DHS, etc.), pre-employment health assessments, sanction checks for federal health care program participation, and other screening and pre-employment processes as appropriate.
5. Once the immediate supervisor has made a hiring decision, the Human Resources Generalist will complete a Salary Analysis to assist the immediate supervisor in determining an appropriate and fair salary offer. A salary analysis compares the applicants direct and indirect work experience to current employees in the same or similar positions. The immediate supervisor makes the final salary determination,



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provided it is consistent with company policies. Salary offers must be approved by the supervisor/principal investigator for sponsored funds and the supervisor and/or Vice President of Operations/COO for non-sponsored funds. Any unusual or out of guideline offer must be reviewed and approved by the Vice President of Operations/COO before the offer is made.

6. Offers of employment may only be made by a representative of Human Resources, the Vice President of Operations/COO, or the HHRI President. If the applicant accepts the position, a start date will be determined. New employees are usually scheduled to start work on a Monday so they can attend New Employee Orientation prior to starting their job.

7. HHRI requires the completion of a Pre-placement Health Screen involving a brief health history and immunization review (TB, MMR, and Varicella) after a conditional offer of employment is made. The Hepatitis B immunization series is offered for roles with direct patient contact. The results of such an examination will not be used to screen out qualified individuals with disabilities. Information obtained in response to such inquiries or examination will be kept confidential except that (a) the immediate supervisor may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding accommodations, (b) first aid and safety personnel may be informed, where and to the extent appropriate, if the condition might require emergency treatment, and (c) officials, employees, representatives, or agents of the MN Department of Human Rights or local human right agencies investigating compliance with the act or local human rights ordinances will be informed if they request such information.

8. Once a candidate has accepted a position, Human Resources will send a hire letter to the successful candidate, and regret letters to all outside applicants who were interviewed but no offer was extended. Either Human Resources or the immediate supervisor should notify all internal candidates to whom no offer was extended.

F. EMPLOYMENT AGENCIES

If the typical recruitment sources (applicant pool, postings, ads, etc.) have been exhausted and there are no qualified candidates, an outside agency may be contacted only if Human Resources receives prior approval from the Vice President of Operations/COO. Utilizing employment agencies is discouraged because of the impact on the budget. All employment agency fees will be expensed directly to HHRI research accounts.