

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Employee Internal Posting Procedure		
Policy: <input type="checkbox"/> Procedure: <input checked="" type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Deputy Director	Adopted Date: 07.11.2023 Review Date: 07.01.2025	Related Policies: Employee Compensation Personnel Manual

Purpose:

This document outlines the procedure for communication, posting and filling a vacant position with internal employees only.

Procedure:

Communication/Posting:

Once the Chief Executive Officer (CEO) approves filling a vacant position or approves a newly created position, the CEO and Deputy Director will determine if the position will be filled internally only or posted externally as well. For positions being posted as internally only, the following steps will be followed:

- Prior to posting, the supervisor reviews the existing job description and recommends any changes to their C-Level Supervisor. If this is a new position, a job description specific to the position are developed.
- The C-Level Supervisor submits the job description to the Deputy Director for approval.
 - Upon approval, the Deputy Director sends the final job description to the Executive Support Specialist.
- Executive Support Specialist saves job description to Box→MSHN→Administrative→Human Resources→ Job Descriptions using the following naming convention: *title* (e.g. Customer Service Specialist)
- The Deputy Director communicates the internal posting to all employees, including the job description and closing date.
- Supervisor selects the hiring committee, confirms with the Deputy Director (minimum of 2 people) and identifies a date for interviews.
- All internal applicants will receive an interview.
- The Deputy Director or Executive Support Specialist sends an Outlook invite to the hiring committee and the internal applicant.
- The Deputy Director or Executive Support Specialist sends the resume and application of the employee to the hiring committee.
- The employee is encouraged to speak to their current supervisor regarding their interest in the open position but is not mandatory.
- Confidentiality will be maintained by all individuals and not discussed outside of the committee members.
- Supervisors will not recruit from other departments without prior discussion with the current supervisor.
- Once the position closes or enough qualified resumes have been received, the Executive Support Specialist screens the candidates and sends qualified resumes to the supervisor for review.
 - The supervisor selects top candidates to interview and notifies the Executive Support Specialist.

Interview/Selection:

- Review [Interview Committee Tips](#)
- After each interview, hiring committee members complete the scoring rubric.
- Finals scores are tallied and reviewed with the hiring committee along with discussion of each candidate.
- If the committee agrees that there is not a qualified internal candidate, then the vacancy will be posted externally (See Employee Recruitment and Selection Procedure):
- If the committee agrees upon a candidate the supervisor makes a recommendation to the Deputy Director.
- Deputy Director drafts an offer letter that includes the salary level (based on the employee compensation procedure) and submits to the CEO for approval.
- CEO reviews and approves/denies and submits to the Deputy Director.

Announcement:

- The Deputy Director will contact the outgoing supervisor to notify them an offer will be made to the employee.
- The outgoing supervisor will have seven (7) days to communicate an effective transition date to the Deputy Director.
- The Deputy Director will include the transition date in the offer letter.
- Deputy Director contacts the candidate to discuss offer and sends the written offer letter to the candidate and will be encouraged to discuss the acceptance with the outgoing supervisor.
- Once the acceptance is received, the Deputy Director will announce to all employees the acceptance of the new position, with a transition plan to be developed by the outgoing supervisor.
- The outgoing supervisor will develop a transition plan within seven (7) days, to be completely transitioned within thirty (30) days of acceptance date.

Applies to

- ☒ All Mid-State Health Network Staff
- ☐ Selected MSHN Staff, as follows:
- ☐ MSHN CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure
- ☐ Other: Sub-contract Providers

Definitions

C-Level Supervisor: Departmental Chief

CEO: Chief Executive Officer

MSHN: Mid-State Health Network

Other Related Materials

MSHN Procedure: Employee Compensation 2.0

References/Legal Authority

Equal Opportunity Employment Act

Change Log:

<u>Date of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
03.2023	New Procedure	Deputy Director
03.2025	Biennial Review	Deputy Director