

1.3 RECRUITMENT – SELECTION OF CANDIDATES

Policy statement:

The agency shall have a process for recruiting candidates that includes job opening postings, job related criteria/qualifications, background investigations (Drug, criminal) and EEO practices to attract a diverse workforce.

Knowledge/awareness:

The agency will make employees aware of the program through training evidenced by a signed document in their file.

Proficiency:

The agency shall provide training to their employees on the program and place evidence of that training in their employment file.

Compliance:

Each employee will acknowledge receipt of the training and a signed document will be retained in their employee file.