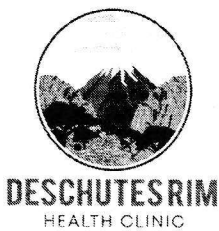


WRHD Recruitment and Hiring policy



Policy Description Recruitment and Hiring Procedures & Policy	DEPARTMENT Human Resources	POLICY NUMBER: HR - 09
ORIGINAL DATE: 5/25/23	RESPONSIBLE PARTY: Clinic Manager	REVISED DATE: 5/25/23
APPROVAL DATE: 5/25/23	DATE REVIEWED: 5/25/23	APPROVED BY: WRHD Board of Directors
RESOLUTION NO:		BOARD CHAIR: Sue Knapp
1605 George Jackson Road, Maupin OR 97037 541-395-2911 Fax 541-395-2912		

The White River Health District (WRHD) provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The White River Health District's commitment to equal opportunity applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

Recruitment Procedures

Job Description

Once a vacancy occurs the current job description is reviewed for any necessary updates or a new job description is prepared before the position is advertised. The job description includes:

- Job title
- Organization (Deschutes Rim Health Clinic at 1605 George Jackson Rd., Maupin, OR)
- Who the employee is supervised by or who the employee supervises or oversees.
- Overall purpose of the job
- Essential Functions of the job
- Other specific duties and responsibilities
- Work hours and Hours of work
- Wages (Hourly or Salaried) for the position
- Knowledge, Skills and Abilities (KSAs) desired or required for satisfactory performance of work.
- Experience desired, required, or preferred
- Benefits (health insurance, PTO, paid vacations/holidays, etc)
- Required tests prior to employment

Advertising:

All job vacancies are publicly advertised on the Clinic's Website and Facebook page and elsewhere as appropriate and clearly state that White River Health District is an equal opportunity employer. All job postings should include the following:

- Name, mission statement and vision of the organization (White River Health District)
- Job title
- Brief description of the job (full-time or part-time, temporary or permanent)
- Location of position (Clinic)
- Wages (salaried or hourly)
- Benefits (health insurance, PTO, paid vacations/holidays, etc) (optional)
- Qualifications and experience (explain which of these are essential and which are desirable but not necessarily essential)
- How to apply (where to find the job description, application); note if resume and cover letter is acceptable.
- Who to contact for additional information.
- Closing date and time for application to be submitted.

The Application

If necessary, applicants are sent the job description together with the application form/packet (otherwise they are available on the website). All applicants are required to provide references (at least 3)

- Completed application forms will be dated upon receipt. The clinic manager will retain all applications in a confidential file.

Interview Process.

- A minimum of three people will review the applications and comprise the interview panel. It is recommended a Board member be part of the panel.
- Assessment of applications is based only on the information provided by the applicant
- All applicants who meet the basic requirements for the position are invited to interview. The format of the interview may be tailored to the position. Interviews may be a Q & A format, or a working/performance assessment interview depending upon the position and skills needed.
- All applicants invited to interview for a position should be subjected to the same interview format and questions
- Questions should be developed in advance based on the job description and assigned a score. Candidates being interviewed are scored based on their responses to the questions
- Highest scoring candidates (1-2) will be further vetted with reference checks. A reference should be sought from the current or most recent employer, if included on the application
- A letter of regret is sent to those applicants who did not score high in the interview, but all applications should be kept on file.

Selection Process

- The position is offered via a phone call to the candidate with the highest score on the interview, after references have been checked.
- The person who comes in second in the interview process is held in reserve provided she/he meets the criteria, in case the first choice applicant cannot accept the job for any reason.
- The successful candidate who accepts the position is officially notified in writing (a letter of offer of employment). The written offer of employment will specify the position title, pay, work hours, and first day of work. The letter should note that employment is contingent upon passing a criminal background check and a drug test, and should include instructions for taking the drug test.
- A letter of regret is then sent to the second highest scoring candidate, if there is one.

References Protocol:

Reference questions should include:

- Explain the position for which the candidate is being considered

- What position did the person hold and for how long
- How well did they perform in that position
- Were there any performance concerns
- Would you recommend this person for the position

Passed by a majority of the Board of Directors of the White River Health District, with a quorum in attendance the
25th day of May 2023

White River Health District dba Deschutes Rim Health Clinic

Wasco County, Oregon

By Suzanne Knapp
Suzanne Knapp, Board Chair

5/28/23
Date

Attest:

By Julie Whetzel
Julie Whetzel, Board Secretary

5/25/23
Date