

Policy 16-11-01

Glenhaven Lakes Club

Hiring Policy

Definition: This policy will be in effect for hiring all employees, whether full time, part time or temporary, excluding the position of General Manager.

Purpose: The purpose of this policy is to provide a structured and consistent format for filling new and vacant positions at Glenhaven Lakes Club, Inc.

Policy:

Hiring: All regular exempt and nonexempt job openings will be posted on Glenhaven Lakes Club web site and bulletin boards, as well as local and state employment sites. Each posting will include:

- 1) Position Title and job description
- 2) Closing date
- 3) Required paperwork/certifications
- 4) Salary range and benefit package
- 5) Background check and drug testing requirements

In order to be considered for employment, an applicant must submit a cover letter, GLC Application for Employment, a personal resume and a minimum of three references prior to the published closing date. All applicants for a vacancy will be considered on the basis of their qualifications and ability to successfully perform the job requirements.

Interview Process: Review of application packets and interviews will be conducted by one Board member, selected by the Board Chair, the General Manager and one GLC employee, selected by the General Manager. A structured interview process shall be used to determine the candidate best suited for the position. Interview questions will be compiled by the entire interview team prior to the interviews. The questions should include, but not be limited to the following:

- 1) Brief candidate history. Schooling, work history, training, etc.
- 2) Specific questions/scenarios regarding the requirements of the position

Following the interviews, the team will review the candidates responses and make a recommendation to hire. The final decision will be made by the General Manager.

Reference checks, criminal background check, and drug test: After a decision to hire is made, the General Manager will contact references and have a criminal background check run. If the background and reference checks are satisfactory, the candidate will be asked to complete a pre-employment drug screen, cost of which shall be covered by GLC. If there is **any** criminal history the Board of Directors needs to approve the hire.

Job offer:

If the General Manager receives satisfactory results from the reference checks, criminal background check, and drug screen, he will notify the candidate of the employment offer.

Initial start date and orientation

On the employee's start date, he/she will complete required paperwork and an orientation with the Administrative Assistant and General Manager. The new employee's immediate supervisor is responsible for providing an in-depth, job specific orientation for the new employee. Following orientation, the employee will begin work.

