

Personnel Recruitment, Hiring, Selection and Orientation Policy

I. Introduction. We strive to recruit and retain a well-trained and professional staff. This is critical to the success of our mission as well as to the quality of the student that we send to the workforce.

II. Purpose. The purpose of this policy letter is to institutionalize the requirements for recruiting, selecting, hiring and orienting new personnel.

III. Definitions. Recruitment means the process of finding and hiring the best-qualified candidate for a job opening, in a timely and cost-effective manner. The recruitment process includes analyzing the requirements of a job, attracting employees to that job, screening and selecting applicants, hiring, and integrating the new employee to the organization (orientation).

IV. Policy Statement.

- A. We will only recruit, select and hire qualified individuals for positions with IECT.
- B. Specifically, for instructors, they must hold a valid and current instructor qualification from Virginia or states with a reciprocity agreement to be considered.
- C. For all other personnel, we will consider the most qualified candidate based upon the position.
- D. All candidates must complete an application to be considered for employment.
- E. All applicants must hold a valid social security card/number to qualify for employment.
- F. We reserve the right to complete a criminal background check on each potential employee prior to hiring – mandatory for admissions and personnel involved in the collection, processing or distribution of financial resources.
- G. The President has the final approval of new employee hires.
- H. All new employees must complete orientation prior to beginning their job assignments.

V. Process. When there is a current or forecast opening for a position within the company, we will utilize advertising, word of mouth, and social media to announce the position. Once we establish a pool of applicants, we will evaluate their resumes to determine the most qualified candidate(s). We will interview all potential hires either by phone or face to face meeting. Position finalists may be asked to complete a second interview. A background check may then be completed prior to hiring (mandatory for admissions personnel and those involved in the processing of money). A selection notice will be sent to the individual, upon confirmation, the new hire must complete orientation.

VI. Procedures.

- A. The President authorizes funding for recruitment of the new hire(s).
- B. The administrative staff/President will place an ad in the local newspaper, trade magazine, website, and social media site as needed.
- C. The President/administrative staff will gather resumes.
- D. Selected individuals will be asked to complete an application and set up a time for an interview.

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E. The interview will determine who will receive a letter of hire unless another round of interviews is required.

1. For Instructor hires, the President and/or the Director of Education will conduct the interview.

2. If another round of interviews is required, the President/admin staff will ensure its completed.

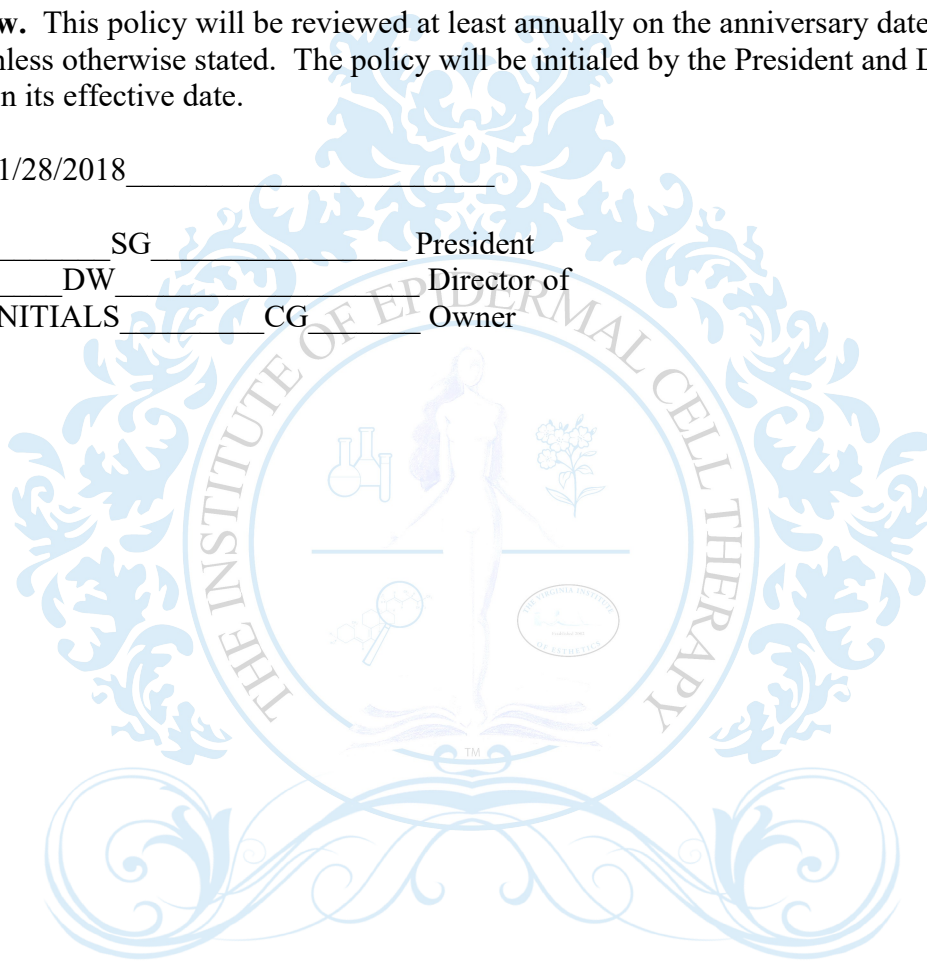
F. The new employee will then be scheduled to meet with the President/admin staff to complete the necessary forms (depending on the type of position) to complete the process.

G. The new hire will be scheduled for orientation and provided with work schedule.

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President
INITIALS DW Director of
Education INITIALS CG Owner



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