



Human Resources  
**Posting & Recruiting Positions**

HR (8.101)  
Rev. # 0.1

Date 04/13/2023  
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**Purpose:**

Ensure any hiring positions are approved by the right authority taking into account need, timing, skills and efforts and costs associated with the posting and sourcing/ recruiting of positions within the company.

**Procedure:**

**A. Determining Need and Timing for hires**

1. Managers of each department will determine a need and timing for hiring new staff based on:
  - (a) Replacement- replacing a vacated position. Managers should determine if the workload and needs still apply to back-fill the position with a new hire.
  - (b) New role- hiring to fill a position based on need of the job or workload or special skill. This should be determined as soon as possible with project/ workload forecasting information.
  - (c) The timing of hire should be discussed with the Director of HR. This will influence steps taken to recruit.
2. Hiring needs should be discussed with the Director of HR and communicated in writing, copying the CEO and/or Executive VP over the department for final approval.

**B. Candidate details**

1. HR and the hiring manager will meet to discuss the position title and level, as well as experience and skills or other necessary factors that will be used in sourcing and screening candidates for the perfect fit.
  - a) This may include non-negotiable factors, and ones that we are willing to work with to find the best fit for the role.
  - b) Salary range and years of experience will also be discussed.
2. If needed, HR will interview other experts to determine what factors to be looking for in the candidates.

**C. Posting/ Sourcing -this is the act of advertising the position and proactively looking for candidates.**

1. Based on timing and availability of the appropriate candidates, the HR Director will determine where the job will be posted. At a minimum, the job should be posted on the Company's Career page or on free sites that the Applicant Tracking System has access to (Indeed free posting, LinkedIn, etc).

2. Where applicable, special notification to post internally through company communication should be considered.

3. External Recruiters- For positions that are difficult to find, the Director of HR may use external recruiters. The preference is that Contingency Agreements are used ranging from 10-30% fees of annual salary.

4. Paid postings- Paid postings through LinkedIn, indeed, other industry sites may be used as well. The HR manager will review the recruitment strategy and budget with the managers as needed throughout the process.



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