

Hiring Policy and Procedures

Objective

YWCA of Central Virginia believes that hiring qualified individuals to fill positions contributes to the overall success of the association. Each employee is hired to make significant contributions to YWCA of Central Virginia. In hiring the most qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel requisitions

Personnel requisitions must be completed to fill any YWCA of Central Virginia position(s). Requisitions must be initiated by the department supervisor/manager, approved by the appropriate director (if applicable) and then forwarded to the human resource (HR) department. An online form for this process is available in the Employee Portal on our corporate website: <https://www.ywcacva.org/employee-portal/>

Personnel requisitions should indicate the following:

- Position title.
- Position hours/shifts.
- Exempt or nonexempt status of the position.
- Reason for the opening.
- Essential job functions and qualifications (or a current job description may be attached).
- Any special recruitment advertising instructions.

Intake meetings

HR and/or the CEO will arrange a meeting with the team member responsible for this hire to conduct an intake meeting prior to posting a job opening to learn more about the position, the requirements and the profile of the ideal candidate. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

Job postings

HR and/or the CEO will create job postings that briefly describe the job opening and communicate YWCA of Central Virginia's brand. All job openings will be posted for the first week exclusively for internal candidates via email; then the subsequent week the job will be posted externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

The HR representative and/or the CEO will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal applicants

Current employees with a satisfactory employment status may apply for internal job openings; volunteers and interns with satisfactory work and deliverables may also apply for internal job openings during the allotted time frame. The consents of the employee's manager and the HR department may be necessary for employees with less than one year of service with YWCA of Central Virginia

All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the HR department.

Interview process

The HR representative/CEO and the hiring manager will screen applications and resumes prior to scheduling interviews. Initial interviews are generally conducted by the team member responsible for the hire (but may be conducted by the Human Resources representative) using behavior-based interview questions and a structured interview process. These questions are available on our corporate website in the Employee Portal to ensure all department use the same questions. Candidate evaluation forms must be completed after each interview and retained with the application in the office of the Senior Managing Director of Finance and Human Resources. Interview documents may NOT be retained in any other location or directors/managers office. The team member who conducted the interviews should notify the HR representative or CEO within five (5) business days after the last interview who they (1) wish to hire or move to a second-round interview (second rounds are required for leadership positions) and (2) who they would like to reject from consideration.

If a second-round interview is requested or required, questions again will be drafted to provide behavior-based legal interview questions and a structured interview process. Round two (2) interviews should be in a group format with a diverse set of team members to help evaluate the candidates fit with the YWCA, not their competency to complete the job duties. Just as with the round one interviews, all candidate evaluation forms must be completed during/after each interview and retained with their application in the Town Center only. The team member in charge of hiring will again have five business days to review the round 2 group interview results and decide as to (1) who they wish to extend an offer to (if any) and (2) who they wish to reject.

The HR representative or CEO will notify applicants who are not selected for interviews with at YWCA of Central Virginia.

Reference checks

HR or the hiring manager will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three professional references are required from each candidate. Reference request forms for candidates to complete and reference check forms for the hiring manager or HR representative to complete are available on the Employee Portal.

Job offers

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job.

Offer letters must be drafted by a member of the HR Team and/or the CEO. The offer letter will contain key information about the role including but not limited to: if the role is grant funded, the hours of the position, the tentative start date, the positions requirements, the pay offer, and that Virginia is an at-will state. The offer letter must be sent with a copy of the job description. The candidate must sign and return BOTH documents to HR and/or the CEO. Job candidates will not be hired without a signed offer letter in place BEFORE any additional HR paperwork is completed and prior to scheduling for the team members orientation.

Internal applicants must complete required background checks or tests not previously completed and must sign a new offer letter for this role along with its job description.

Once HR receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company.