

HIRING PROCESS

I. Procedure

A. Authority

1. The Senior Human Resources Generalist has the primary responsibility for all hiring processes.
2. Initial, renewal, and promotional employment of all personnel shall be approved by the WDTC President. All hires are subject to accountability to the President through the line management channels.
3. The President has the authority and discretion to voluntarily or involuntarily move employees based on organizational structure needs and circumstances.

B. Process

1. WDTC is fully committed to policies of equal employment and nondiscrimination and works to prevent any form of exclusion from, participation in, denial of, benefits of, or subjection of any individual to discrimination, harassment, or prejudicial treatment on the basis of race, color, ancestry, national origin, pregnancy, marital status, religion, creed, age, sex, sexual orientation, genetic information, citizenship, political affiliation, disability, status as a veteran, or any other status protected under applicable federal, state, or local law in the hiring process.
2. Posted positions will be advertised internally, externally, or both.
3. WDTC will encourage applications from all qualified individuals for posted positions.
4. Interviews are conducted as appropriate.
5. It is the responsibility of all employees involved in selecting new hires to make decisions on employment matters in accordance with WDTC policies and procedures, state laws, and federal laws.
6. All job offers are conditional and become finalized based upon the candidate's ability to successfully satisfy the background check, applicable certification, and employment requirements, including reference checks.

II. Definitions – None