

# 102 Recruitment (Central Services Only)

## 102 RECRUITMENT (Central Services Only)

The Archdiocese of Baltimore and Central Services recognize the importance of consistent, fair, and effective recruitment processes.

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### 102.1 RECRUITMENT PROCESS AND SELECTION

#### **Policy:**

Human Resources shall be responsible for reviewing and determining appropriate recruitment processes and assisting in identifying qualified candidates, but hiring decisions shall be made by the hiring manager of the respective division/department.

#### **Procedure:**

A) When a position becomes vacant or is created, the hiring manager shall submit a requisition form for the position to Human Resources for approval by the Vicar General.

B) Human Resources shall review the position description and job advertisement.

C) Human Resources and the position's hiring manager shall determine the appropriate classification, recruitment strategy, and starting salary for the position

D) Human Resources shall be responsible for posting the job advertisement internally. Human Resources must approve any external advertisements.

E) Final decisions regarding which qualified applicant to choose for the position shall be made by the hiring manager.

F) All offers of employment must be made in consultation with Human Resources.

## **102.2 EQUAL EMPLOYMENT OPPORTUNITY**

### **Policy:**

The Archdiocese ensures equal employment opportunity in all its employment policies and practices, including recruitment and selection.

### **Procedures:**

A) The recruitment and selection process shall be administered without regard to race, color, sex, national origin, sexual orientation, gender identity, age, marital status, political affiliation, veteran status, genetic information, disability or handicap not affecting one's ability to perform the essential functions of one's job.

B) There are certain positions for which it may be required or preferred that the positions be filled with persons of the Catholic faith or persons who are committed to and/or personally adhere to Catholic values and religious teachings. Additionally, certain positions may require staffing by a member of a religious community.

## **102.3 EMPLOYMENT OF RELATIVES**

### **Policy:**

Central Services will accept and consider applicants for employment who are relatives of current employees, subject to the following restrictions:

- An applicant may not be hired into a position where the applicant's parent, child, spouse, sibling, or other close familial relation would be the applicant's supervisor or subordinate employee.

- An applicant may not be hired into a position where the applicant would have access to the confidential information of the applicant's parent, child, spouse, sibling, or other close familial relation.

## **102.4 NEW EMPLOYEE ORIENTATION PERIOD**

Policy:

New Central Services employees must complete a 3-month Orientation Period, during which the employee and the Archdiocese may determine whether the employee's skills and abilities match the position requirements and whether the employee and the Archdiocese's expectations are being met.

### **Procedure:**

A) An employee will ordinarily be terminated during the Orientation Period if the employee is not meeting expectations because of poor performance, violations of policy, or because the employee lacks the requisite skills and abilities for the position.

B) The Orientation Period may be extended in the discretion of the employee's Executive Director and Human Resources.

C) Prior to the completion of the Orientation Period, a performance evaluation will ordinarily be completed by the employee's direct supervisor. A copy of any completed evaluation will be sent to Human Resources.

D) Successfully completing the Orientation Period does not alter the terms of any at-will employee's status, and the employee may be terminated at any time in the discretion of the Archdiocese.