

Procedure Title:

**EMPLOYMENT****PROCEDURE NUMBER: 1-1-6**

Policy Title:

**JOB POSTING AND EMPLOYEE  
REFERRALS**

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Keystone provides employees an opportunity to indicate their interest in open positions and advance within Keystone according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Keystone reserves its discretionary right to not post a particular opening.
2. Job postings may be posted as they become open. Each job posting notice will include the dates of the posting period, job title, department and location.
3. To be eligible to apply for a posted job, employees must have performed competently for at least 90 calendar days in their current position. Employees who are on probation or suspension are not eligible to apply for posted jobs; as are employees in their introductory period. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.
4. To apply for an open position, employees should submit a transfer/promotion form to the Human Resources Department listing job-related skills and accomplishments. It should also describe how their current experience with Keystone and prior work experiences and/or education qualifies them for the position.
5. Keystone recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within Keystone.

6. An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances, an employee's vacated position may have to be filled prior to the transfer being effected.
7. Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be know to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of Keystone.
8. Keystone also encourages employees to identify friends or acquaintances who are interested in employment opportunities and refer qualified outside applicants for posted jobs. Employees should obtain permission from the individual before making a referral, share their knowledge of Keystone, and not make commitments or oral promises of employment.
9. An employee should submit the referral's resume and/or completed application form to the Human Resources Department for a posted job. If the referral is interviewed, the referring employee will be notified of the initial interview and the final selection decision.

**NOTES:**

Included forms: Transfer/Promotion form