EHG - Hiring Procedures

1-19-2022

When a position is vacant, or you need to hire due to changes in dynamics, pursue the following:

* Determine the need to hire. Managers staff with the GM and talk about the reason for the need to hire.
  1. Things to consider; Do we have two people on every shift, heavy check in and check out… looking forward do we have a need in the future. Make moke schedule to see if we need more people before we hire, are we running into overtime do we need another person, so we don’t have overtime. Ensuring we have enough people to cover so coverage does not take time from management responsibilities.
* Recruiting:
  1. Reflect on the position you are filling and the qualities you are looking for in an employee.
  2. Recruit for the position via: job posting and/or word of mouth, Face Book, walk-in, indeed, craigs list, referrals from family and friends
  3. Ensure that EEO (equal Opportunity) language is included on all job posting.
  4. Include the job description when posting the position
  5. Include a statement about the property
  6. Include a couple question that might give more information to determine most qualified candidates to interview. i.e.: reliable transportation and available nights and weekends weekend?
  7. The position stays open until a person is hired and then contact all candidates to notify them of the decision.
* Prepare for interviewing:
  1. Review applications/resume’s as they are submitted.
  2. Review work history to determine if they qualify for the position you are recruiting for.
  3. If the applicant qualifies for the position reach out to schedule interview. Let the candidate know the day, time and place of interview and were to check in.

*\* Housekeeping positions, because they come through face book, GM forwards all application to the HK manager for review.*

* Interview day:
  1. When interviewing the candidate share a copy of the position description.
  2. Take notes of the candidates answers to your interview questions.
  3. Have the candidate fill out an EHG job application at the interview.
  4. At the end of the interview explain to the candidate next steps such as when you might decide as to who you are going to hire and how they will be notified.
* After Interview:
  1. Check references if possible
  2. Conduct background check if needed. Staff with HR first.
* When you are ready to make a verbal offer:
  1. When you are ready to make a verbal offer, discuss with the employee the major duties of the position, the hours expectations and attendance expectations.
  2. For example (for line cook): Setting up and stocking stations in the kitchen with all necessary supplies. Preparing food for service (e.g., chopping vegetables, butchering meat, or preparing sauces). Cooking menu items in cooperation with the rest of the kitchen staff.

**ONBOARDING:**

The manager should meet with the new employee to complete the onboarding documents and go over:

* New Employee Orientation Checklist
* Their job description and major duties
* Any position specific policies and procedures for their position
* Employee handbook

Gather:

* Their preferred contact
* Their emergency contacts
* Employee Handbook signatures
* Signatures associated with New Employee Orientation Checklist
* When you have hired a new employee:
  1. Save applications and notes from the Interview received in a file folder and retain for one year. Collect all documents from the interview and file in locked