

## **Policy- Employee Selection**

Arrowhead Head Start will conduct an employee selection process that is in compliance with Head Start and the Department of Human Services (DHS) qualification regulations and is consistent, confidential, fair and free of any bias and/or discriminatory practices.

- All open positions will be posted internally and/or externally in coordination with the HR department. Outside advertisement may happen simultaneously at the discretion of the hiring supervisor.
- All position vacancies will be filled through an interview process with the exception of internal same job classification transfers.

**Additional References:** Employee Selection-Interview and Hiring Procedure

This policy complies with Head Start Performance Standard

45 CFR Section 1302.90, 1302.91

Head Start Act, Sec. 648A

Approved by Policy Council on February 16, 1999

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