

Charleston/Dorchester
Mental Health Center

CANDIDATE SELECTION PROCESS POLICY

Policy:

The hiring of individuals for employment with the Charleston/Dorchester Mental Health Center is regulated by Federal and State directives as well as Departmental policy. In order to comply with these guidelines and to ensure that all applicants, including individuals already employed by the Center, are given equal and fair consideration, the following procedures shall be followed.

Procedures:

1. Supervisors authorized in advance to fill a vacancy should notify the Human Resources Representative so that mandatory Departmental and/or other advertisements may be initiated and a pool of candidates obtained.
2. Potential candidates for employment should be directed to complete application on www.jobs.sc.gov. The Recruiter will notify applicants when an official college transcript or other necessary documents are needed.
3. The "next level" supervisor shall interview any tentatively selected candidate in addition to any other applicants that supervisor may wish to interview.
4. Human Resources and Quality Improvement shall review each candidate's application and transcript to determine employment and credentialing eligibility.
5. Only the SCDMH Division of Human Resources can authorize approval for an offer of employment to be made to an applicant. Such approval occurs via the Executive Director or two Human Resources Officers. Any supervisor or staff member who makes an offer of employment or implies such an offer without such approval is acting outside the scope and authority of his/her position and may incur personal liability for acting without such approval. The HR Representatives for the Executive Director will send an offer of employment to the prospective employee. If employment is accepted, the letter is signed and returned to the HR Representative. In-house transfers also require written permission from the HR Representative or Executive Director before an offer can be made to transfer a person from one service area to another.

6. Supervisors shall provide a list of persons interviewed in the applicant Data Form (including individuals already employed by the Center) to the HR Representative. This list should include each applicant's full name, race, sex and position the candidate is being considered for. Final paperwork on the selected and approved applicant will not be effective until such list of all interviewed persons is provided to the Human Resources Office.

Deborah S Blalock

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Executive Director

4/23/08

Date

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