



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Recruitment, Appointment, Selection of Personnel

Effective Date: February 2019

TITLE: Personnel Recruitment, Appointment, and Selection

RATIONALE: To ensure the availability of qualified and capable personnel.

POLICY/PROCEDURE:

RECRUITMENT

The request to search for new employees to fill needed areas and/or vacancies requires the approval of the CEO based on sound justification for the need. The COO will identify the media(s) and location(s) the advertisements are to be placed. The COO will advertise the position for an allotment of time based on a deadline prescribed by the COO in conversation with the CEO and Education Director. After the deadline for receipt of applications, the COO and/or Education Director will screen applications for minimum qualifications and contact qualified candidates to schedule an interview. The COO and Education Director will interview each candidate and make recommendations for qualified applicants to the CEO who will consider the recommendation for employment based on a second interview. Once the candidate is approved, the COO will contact the applicant to schedule employee orientation. Once this step is complete, the Education Director will be responsible for overseeing specified programmatic orientation based on governing body requirements.

CRITERIA FOR APPOINTMENT

The selection and appointment of faculty is determined based on the criteria stipulated by governing bodies for each specified course, including but not limited to: The West Virginia Office of Emergency Medical Services, The West Virginia State Fire Commission, The American Health & Safety Institute, and The National Association of Emergency Medical Technicians.

SELECTION OF PERSONNEL

The CEO, COO, and Education Director have the responsibility for selecting new personnel and for recommending the change in status of personnel (including salary changes, promotions, and dismissals).

RESPONSIBLE PERSONNEL:

Director of Education, CEO, COO