

Recruitment and Hiring Policy for Kansas City PBS (KCPBS) Employment

KCPBS consistently promotes open and fair competition to select from the most qualified persons to fill vacant positions. Selection decisions will be based solely on job-related criteria. Employment is offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria and upon satisfactory completion of all relevant reference checking.

KCPBS is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

Recruitment

To initiate recruitment for a vacant position, departments must submit a posting request to Human Resources. Departments do not need to wait until the position is vacant before submitting a posting request. However, the hiring supervisor must have received a signed resignation letter or other official documentation of separation date from the current employee.

Each position has standards for minimum training and experience. These standards indicate the knowledge, skills, and abilities, or competencies necessary for successful job performance. Specific formal education may be substituted for required experience in some positions. Directly-related experience also may be substituted for certain educational requirements.

Hiring departments are responsible for determining any job-related qualifications required in addition to minimum standards. Additional qualifications may be identified as essentials or preferred.

Essential skills are the required knowledge, skills and abilities that are critical to a position, without which the duties of the position cannot be performed. Any essential skill listed in the job posting must also be reflected as an essential skill in the position description. A selected candidate must possess all essential skills listed in the job posting of the position for which they are being selected.

Preferred Skills are the knowledge, skills and abilities that would aid in successfully performing the primary duties of a position, but are not required.

For assistance in determining what is appropriate to list as essential or preferred skills, Human Resources.

Human Resources advertises any special physical or mental requirement(s) in the posting if the hiring department identifies any such requirement(s) for an open position. Other training and experience preferences may also be determined by the hiring department.

Posting Requirements

Following are required locations for posting announcements of position vacancies:

KCPBS All Staff

KCPBS Website

EEO Broadcast OneSource (outreach to universities and technical schools)

Minority Publications (i.e., Dos Mundos, The Call)

KCPBS Board of Directors

KCPBS Community Advisory Board

Other locations will be considered upon the recommendation of the hiring manager based on position requirements.

Recruitment Posting Period

Vacancies must be posted **for a minimum of 10 business days**.

The hiring manager may request to extend the posting period as needed by contacting Human Resources.

Application Submission

All applicants must submit cover letters and resumes to humanresources@kcpbs.com where they will be shared with the hiring manager and selection committee.

Application Referral & Interviewing

Applicant Referral

Hiring managers (and selection committees) review all applications. The hiring department is responsible for evaluation of referred applications, including ensuring applicants meet the minimum education and experience requirements for a position and reviewing applications for the essential skills listed in the job posting.

Best Qualified Pool & Interviewing

The hiring department will notify Human Resources to schedule interviews of the best qualified applicants. It is expected that hiring departments will interview at least **three** candidates.

Interviews may take place by telephone or in person, but the interview questions must be applied consistently, regardless of method of contact. During interviews, applicants may not be accompanied by any other person except in cases where such special accommodations are required due to a disability, as defined under the Americans with Disabilities Act of 1990, as amended (the "ADA").

Commitment to Equal Employment Opportunity (EEO)

KCPBS is committed to ensuring that employment decisions are based on individuals' competencies and qualifications. Consistent with this principle and applicable laws, KCPBS does not discriminate with respect to employment terms and conditions on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran. This policy ensures that only relevant factors are considered and that equitable and consistent standards are applied to all personnel actions.

The diversity of our staff brings strength to KCPBS. Our focus on diversity with each search, gives us the opportunity to hire, attract and retain the talented staff we want and need to continue our legacy of excellence. Each department is expected to develop a recruitment strategy in order to meet EEO workforce profile objectives. The interview panels will include diverse employees and/or a member of the KCPBS DEI Staff Council.

Special Consideration for Applicants with Disabilities

In regard to an applicant with an obvious disability, an applicant who voluntarily discloses a hidden disability, or an applicant who expresses the need for reasonable accommodation, it is permissible to discuss the accommodation that may be needed and how the applicant with a disability would perform the essential functions of the job.

Candidate Selection

The hiring department must select for hire the best qualified applicant from those interviewed.

Reference Checking

Hiring supervisors are required to complete reference check(s) on the selected candidate prior to recommendation of employment (minimum guideline and best practice is to conduct 3 reference checks).

Even if the applicant indicates on the Application that the current employer should not be contacted, the hiring supervisor must advise the applicant that contact will be made if s/he is selected to proceed in the recruitment process.

Employment Offer

Offers of Employment

Prior to making any commitment to a person for an open position, Human Resources:

- Reviews the completed selection documentation from the hiring department. This includes salary, review of the essential requirements and competencies, and review of efforts to meet workforce profile information.
- Reviews and approves the proposed salary offer.

Starting Date

Employees new to the KCPBS can negotiate their first day of work with the hiring manager.

When Human Resources extends the job offer to the candidate and it is accepted, HR will follow up with correspondence confirming the start date and salary.

Form I-9 & E-Verify: Verification of Employment Eligibility

Under Federal law, all employees hired by KCPBS to work in the United States on or after November 6, 1986 are required to complete a Form I-9 (Employment Eligibility Verification) to demonstrate their eligibility to work in the United States. In addition, KCPBS participates in the Department of Homeland Security's E-Verify Program. E-Verify is an electronic program through which KCPBS verifies the employment eligibility of employees at the time of hire.

KCPBS follows federal Form I-9 regulations and E-Verify procedures, which include completing both the Form I-9 and the E-Verify processes properly and in a timely manner. Specifically, Section 1 of the Form I-9 must be completed on or before the date of hire and Section 2 must be completed within three business days of the date of hire. Both the Form I-9 and the E-Verify processes must be completed **no later than three federal business days** following the date of hire; otherwise, the employee cannot continue working for KCPBS.

Failure to properly complete the Form I-9 and/or failure to comply with Federal Form I-9 and E-Verify requirements may result in significant fines, substantial penalties, or criminal prosecution.