	Human Resource Policy Employment & Hiring Practices	No. HR.EHP.07¹
	Title: RECRUITMENT AND SCREENING	Page: 1 of 4
		Effective Date: 10-30-18
		Retires Policy Dated: 05-01-15
		Previous Versions Dated: 09-27-11; 04-01-10; 01-01-09; 04-01-03; 08-01-00; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare entity in which an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide hiring leaders with appropriate directions on recruiting qualified individuals consistent with the organization’s mission, and all applicable federal, state and local laws and regulations.

III. POLICY:


The ability to attract, hire, and retain exceptional people who fit their positions is an important part of achieving Tenet’s aspiration to be “the best place to work in healthcare.” Tenet adheres to the principles of Equal Employment Opportunity and compliance with all local, state, and federal laws applicable to recruiting, interviewing, and selecting employees. It is Tenet’s policy to select the best candidates for employment, by ensuring that the following steps are taken prior to extending an offer of employment:

- A. Appropriately structure and document the job via written job description;
- B. Ensure that the essential functions of the job have been identified;
- C. Ensure that the prospective employee meets at least the minimum standards for the position; and
- D. Verify past employment of the selected candidate.

Any misrepresentations, falsifications, or material omissions in any of this information or data by the candidate may result in Tenet’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

All candidates for employment should first apply using an online application in order to ensure proper screening and consideration, as well as to maintain the appropriate applicant flow documentation. Hiring leaders should not deal directly with contingency search firms. The Human Resources Department is the initial point of contact to request approval for use of contingency

¹Prior to June 3, 2013, the policy number was HR-203.

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search. This is required in order to avoid unnecessarily obligating Tenet to pay search and service fees.

When filling an open Administrative Team (“A-Team”) position in a facility (CEO and his or her direct reports and any other senior leadership position considered a member of the A-Team), the Executive Search Department of the Corporate Office Human Resources will be involved. If a search is to be conducted, the Executive Search Department will either conduct the search or select and manage the search firm. Confidential A-Team searches will not be conducted without written consent from the President, Hospital Operations and Senior Vice President of Human Resources. Confidential Corporate Office searches must have written consent from the Senior Vice President of Human Resources.

All A-Team and Corporate Office Leadership, general Corporate Managers, and positions above these levels will complete the Tenet assessment tools prior to starting in their position or role.

IV. PROCEDURE:


- A. Hospital A-Teams, including Human Resource Leaders (HRLs), and Corporate Vice Presidents (VPs) and above
 1. Executive Search Department oversees the search process for Hospital A-Team members and senior corporate positions, working directly with HRLs, CEOs, and other senior level executives to develop position requirements.
 2. Executive Search drives the process to recruit talent (internal and external) and arrange Corporate Office and hospital interviews.
 3. Executive Search, working with Executive Compensation Department, develops compensation packages and manages the placement process for the qualified candidate, including partnering with the Relocation Department to finalize relocation package.
- B. Positions other than A-Team and Corporate VPs and above
 1. Hiring Leaders
 - a. Notify the Human Resources Department of vacancies approved for posting and recruitment utilizing the Personnel Requisition Form/Taleo with an approved Position Control Number (if applicable).
 - b. Refer all contacts regarding employment to the Human Resources Department.

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- c. Interview, assess and select candidates to determine the preferred candidate.
- d. Work with the Human Resources Department to devise an employment offer.
- e. Ensure a current and accurate job description is on file.

2. Recruitment/Human Resources

- a. Ensure that all interviewers are adequately trained to conduct effective and lawful interviews.
- b. Maintain a recruitment program that meets the needs of the organization and that is administered in compliance with the philosophy and principles of Equal Employment Opportunity and with all applicable laws.
- c. Post all open positions and consider all qualified applicants including internal candidates and inter-facility transfers.
- d. Ensure that all external job applicants complete an online Application for Employment. Internal candidates and transfer candidates should follow applicable HR procedures.
- e. Identify, prescreen and interview qualified applicants. Schedule or facilitate scheduling of interviews for selected candidates with the appropriate supervisor.
- f. Coordinate with the supervisor to extend job offers to selected candidates after consultation with the supervisor regarding employment specifics (salary, start-date, etc.).
- g. Maintain appropriate records of the selection process for three years from the job posting date..
- h. Perform a minimum of one employment verification check on selected candidates prior to start date. Approved vendor may be utilized to perform this service. If a selected candidate has no employment history, contact Tenet HR Operations.
- i. Ensure that applicable post-offer medical assessment, background checks, drug screens, and the appropriate new hire forms are

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satisfactorily completed prior to the pre-placement employee's start date.

C. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.