



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: RECRUITMENT ADVERTISING

Policy No.: A250

Supersedes: February 15, 2004

Revision Date: July 8, 2013

Page: 1 of 2

PURPOSE:

b establish procedures that ensure recruitment advertising is based on a demonstrated need, and all requests are processed in a timely and cost effective manner

POLICY:

Departments requesting to place advertisements in newspapers/publications/journals in order to facilitate recruitment efforts must obtain prim approval from the Chief Executive Officer and the Human Resources Administrator

PROCEDURE:

Department Responsibility - Requesting Advertisement

The Department shall request recruitment advertisements by providing the Human Resources office with the following at least 7 to 10 working days prior to publication:

- A completed HS2 signed and approved by the department head and responsible Administrator.. Include information about: (!)justification for the request; (2) cost of placing the ad and any pre-payment requirements; (3) statistical data regarding hiring successes resulting from previous advertising in the publication; and (4) one copy of the ad to be published including the style of ad preferred, e.g., boxed border, line ad, 1/4 page ad, etc..

Human Resources Responsibility

Human Resources shall review all material submitted for completeness, accuracy, and to ensure that the established guidelines and requirements are met for EEOC/Affirmative Action positions.

The vendor will be contacted to verify advertising costs and publishing deadlines. The HS2 will be submitted to the Chief Executive Officer and the Human Resources Administrator for approval Once approved, placement of the advertisement will be ordered with vendor and the HS2 will be forwarded to Materials Management for processing

Materials Management's Responsibility

Materials Management shall process HS2s within five (5) working days.

Once the process is completed, Materials Management shall distribute a copy of the HS2 to Human Resources and to the requesting department

Department Responsibility - Monitoring the Results of Advertising

Once published, departments are required to keep the following statistics resulting from the advertisement (Attachment I):

- Number of responses/inquiries received
- Number of applications received.
- Number interviewed ..
- Results of interviews (number hired, number of refusals)

This information will be used to evaluate the cost effectiveness and measure the rate of return of advertising in the various publications. It will also provide a basis to consider future advertising

Attachment

REFERENCE: Department of Health Services, Policy No. 702

AC:gg

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER RECRUITMENT ADVERTISING ACTIVITY

Reporting Department: _____

Advertising **Source**: -----

Publication **Dates**: -----

Position: ----, -----

:J al	Number Responses/Inquiries Received	Male ()	Female ()
	Number of Applications	()	()
(f) 1- :J :l (f) W 0::	Number Interviewed	()	()
	Number Hired	()	()
	Number Declined Job Offer	()	()

Reasons for decline of job **offer**: -----

Explain if the recruitment advertising was successful in obtaining the results you were expecting:

Department Head and/or Representative

Date