



Job Posting and Job Bid Procedures

Job Posting:

Koinonia encourages all employees to be responsible for their own career development and progression. If a position should become open that an employee is interested in applying for, he/she is encouraged to do so.

The human resource department posts open positions on the Koinonia website. The website is: www.koinoniahomes.org.

Koinonia supports promotion from within the agency. Whenever possible, Koinonia prefers to promote current employees to fill open positions. Koinonia therefore reserves the right to fill open positions internally without posting.

Job Bid Procedure:

An employee is eligible to bid on a new/open position if he or she is an hourly employee, and has been employed with Koinonia for one (1) year, or a salaried employee and has been employed here for two (2) years or with the approval of the Vice President of Human Resources.

If qualified for a position, the employee completes a job bid form and forwards it to the Talent Acquisition Manager to determine eligibility. Prior to approving eligibility, the Talent Acquisition Manager may ask for additional information as to how the employee's qualifications meet the requirements of the position. In addition, the Talent Acquisition Manager may ask what skills the employee has developed in the current position that would qualify the employee for the one being bid on.

Step 1: Human Resources – Within 2 days of receipt

Within 2 days of receipt, HR determines eligibility.

- If it is determined that the employee is eligible, Human Resources will notify the employee and forward the bid to the employee's current Supervisor for approval.
- If the employee is not eligible, he/she will be notified of the reason. Human Resources Department completes Step 1 of the Job Bid Form, sends a copy to the employee, and places a copy in the employee's file.

Step 2: Current Supervisor – Within 3 days of receipt

The employee's current Supervisor meets with the employee to discuss the decision and determines approval within 3 days of receipt.

- If approved, the Supervisor completes Step 2 of the form and gives it to the Talent Acquisition Manager to continue to Step 3.
- If not approved, the Supervisor completes Step 2, gives the employee a copy, and forwards a copy to HR for the employee's file.

Step 3: New Location Supervisor – within 3 days of receipt

- The Supervisor at the new location sets up an interview with the employee, notifying the employee that the interview process is continuing and how long it is expected to take. Supervisor attaches the appropriate interview form to the job bid documenting the interview.
- Following the interview, the Supervisor discusses the decision with the Manager and department Director. Supervisor ensures that the Manager and Director sign off prior to forwarding to the Talent Acquisition Manager.
- The Talent Acquisition Manager notifies the employee of the hiring decision, whether the employee or another candidate is hired.
- The Supervisor fills out Step 3 of the form within 3 days of receipt, and forwards a copy to Human Resources to move to Step 4.

Step 4: Human Resource Department

- Human Resources completes the form, fills out appropriate sections, taking action where necessary. HR dates, signs and forwards to current Supervisor/Manager to proceed with Step 5.
- If needed, HR verifies that a staff requisition has been filled out by the appropriate Manager.

Step 5: Human Resource Department – Current Supervisor/Manager – Last day of employee's current position

- A transfer date is set for the employee to begin employment at the new site/department.
- The current Supervisor/Manager meets with the employee and completes the Return Items Checklist. All property is returned to the appropriate departments.
- The current Supervisor completes and Employee Status Sheet and attaches it to the job bid form. The transfer will not take place nor will this process be completed until this step is done.
- The Job Bid Form, the Status Sheet, and the Return Items Checklist are forwarded to the Talent Acquisition Manager to complete the process.

If the employee's current position or site is one that requires the employee to stay until we find a replacement, Human Resource Department will inform the employee of the situation. If the current position is not replaced within a two (2) month period, the employee will enter the new position without a replacement.

Reasons that an employee may not be transferred or promoted:

- Poor work performance.
- Annual evaluation is less than "Met Expectations".

- Employee not in current position for at least one (1) year if hourly, and two (2) years if salary.
- Employee has been out of compliance at any time over the past twelve months.
- Employee does not meet the requirements of the new position.

If the employee is selected for a promotion, he/she is subject to the following:

- A new fingerprinting for criminal background check (having no disqualifying offenses).
- Driver's abstract is run and must meet Koinonia's driving policy:
 - Ages 21-24: must have 0 points
 - Ages 25-64: no more than 4 points
 - Age 65+: must have 0 points
- Obtain a current drug screen: must meet DFWP standards

Attachments:

Job Bid Form and Instructions

Employee Status Sheet

Return Items Checklist

Applicability:

Koinonia Homes

Koinonia Waiver Services

Koinonia Community Services

Koinonia Partners Unlimited

Koinonia Enterprises

JOB BID FORM

Employee Name _____ Today's Date _____
Current Position _____ Current Work Site _____
Position Applying for: _____ Posting Date _____
Location of position applying for: _____ Shift: _____
Reason for requesting new position: _____

NON-EXEMPT (HOURLY) EMPLOYEE: Have you been working at your current position and/or site for at least **one** year? Yes _____ No _____

EXEMPT (SALARY) EMPLOYEE: Have you been working in your current position and/or site for at least **two** years? Yes _____ No _____

Step 1 – Human Resources	Received on: _____
() Eligible	() Not Eligible
Reason if not approved – compliances, disciplinary, other: _____	
Notified employee of decision on: _____	
Signature & date: _____	

Step 2 – Current Supervisor	Received on: _____
() Approved	() Not Approved
Comments: _____	
Notified employee of decision on: _____	
Supervisor Signature & date: _____	
Manager & Director Initials & date: ____/____/20__ ____/____/20__	
*****Please forward to Talent Acquisition Manager *****	
Talent Acquisition Manager received on ____/20__	

Step 3 – New Location Supervisor	Received on: _____
Date interviewed employee: _____ Please attach all interview documentation to this.	
() Approved	() Not Approved
Supervisor Signature & date: _____	
Manager & Director Initials & date: ____/____/20__ ____/____/20__	
*****Please forward to Talent Acquisition Manager *****	
Talent Acquisition Manager received on ____/20__	
Date employee was notified of the above decision _____	

Step 4 – Human Resources	Received on: _____
Background check _____	Drug Screen _____
Drivers Abstract _____	
Signature & Date: _____/____/20__	

Step 5 – Current Supervisor/Manager	Received on: _____
Please note: The following steps need to be completed before transfer of employee:	
Return Items Sheet completed and attached ____/20__	
Employee Status Sheet completed and attached ____/20__	
Manager/Supervisor Signature & Date: _____/____/20__	
*****Please forward to Talent Acquisition Manager *****	

SEE INSTRUCTIONS AND TIMELINE PROCEDURE



JOB BID FORM INSTRUCTIONS AND TIMELINE

Employee – Fill in all sections of the top of the form. Forward to the Talent Acquisition Manager.

Step 1 – Human Resources – Within 2 days of receipt – Determine if employee is eligible. If necessary, ask the employee for additional documentation as to why they are qualified for the position. If he/she is eligible, notify the employee of their eligibility and forward the form to the appropriate supervisor in Step 2. If the employee is not eligible, notify the employee as to why not. Fill out Step 1 of the form, send a copy to the employee, and a copy for the employee's file.

Step 2 – Current Supervisor – Within 3 days of receipt – Determine if employee is approved. Meet with the employee and discuss the decision. Fill out Step 2 of the form. If approved, forward the form to the Talent Acquisition Manager to continue to Step 3. If the employee is not approved, give a copy to the employee, and send a copy to HR for the employee's file.

Step 3 – New Location Supervisor – Within 3 days of receipt – Set up an interview with the employee. Let the employee know that the interview process is continuing, and how long you expect the process to take. Attach appropriate interview form to the job bid documenting the interview. Ensure that your manager and director sign off on your hiring decision **BEFORE** you forward to the Talent Acquisition Manager. The Talent Acquisition Manager will notify the employee of that decision – whether you decide to hire this employee, or another candidate. Fill out Step 3 of the Job Bid process and forward to the Talent Acquisition Manager to move to Step 4.

Step 4 – Human Resource Department – Fill out appropriate sections, taking action where necessary. Date, sign and forward to current supervisor/manager to proceed with Step 5. If needed, verify that a staff requisition has been filled out by the appropriate manager.

Step 5 – Human Resource Department – Current Supervisor/Manager–Last day of employee's current position– Set a transfer date of the employee to the new site/department. **MEET** with employee and fill out the Return Items Checklist. Turn in all property to appropriate departments. Fill out an Employee Status sheet and attach to the job bid form. The transfer will not take place or this process will not be completed until this step is completed. **BOTH A STATUS SHEET AND A RETURN ITEMS CHECKLIST SHOULD ACCOMPANY THIS FORM.**

Please forward all documentation to the Talent Acquisition Manager to complete the process.