

Personnel Policy No. 3

RECRUITMENT AND HIRING

I. HIRING FROM WITHIN

The Tribe wishes to encourage the career development of current employees, and will endeavor to promote qualified individuals from within whenever possible.

A. Promotion

1. The Yurok Tribe offers employee promotions to higher-level positions when appropriate. Department Directors may recommend individual/employee to the Executive Director for promotion from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above entry level within their department.
2. Employee's eligibility for promotion will be determined by the requirements of the vacant position. Employees must have held their current position for at least one year, have a satisfactory performance evaluation, and no disciplinary actions during the same year period. Candidates for promotion will be screened and selected on the basis of attendance, performance appraisals, and job-related qualifications.

II. OPEN HIRING

If a vacancy cannot be filled by promoting from within, the vacant position will be announced in the following ways:

1. Advertisement in local and/or regional newspapers; and
2. Advertisement online
3. Advertisement through flyers posted throughout the local communities or specified offices
4. Posting on the Tribal Office bulletin boards
5. When requested, the announcement may be sent to all Tribal Households, other agencies or organizations, and newspapers outside the local service area.

III. TEMPORARY HIRING

If there is an immediate emergency need, positions may be filled on a temporary basis. The Department Director must complete a "Temporary Recruitment Checklist" and obtain authorization to recruit through advertisement or selection of an employee from

Personnel Policy No. 3

RECRUITMENT AND HIRING

the temporary clerical/laborer pool. Temporary employees must apply to open hiring positions in order to obtain regular employee status.

IV. GENERAL HIRING PROCEDURES

1. Current applications will be required for each position. Faxed applications received by the final filing date will be accepted providing the applicant submits an application with original signature prior to any scheduled interview.
2. The deadline for accepting applications is the published Final Filing Date. Only those applications, which are brought to a Yurok Tribal Office by 5:00 P.M. on the Final Filing Date, or those delivered to Klamath by the post office, Federal Express, or other commercial mail service, which have a postmark not later than that of the Final Filing Date, will be accepted for consideration.
3. If, for any reason, a position becomes available which is similar to a position that was formally announced within the prior six (6) months, the individuals screening résumés may use the existing applicant pool, re-interview, and/or offer the position to a qualified applicant on file (applicant on eligible list from the prior interview), without formally announcing the position.
4. The Human Resource Director or his/her designee will pre-screen all applications and résumés for minimum qualifications and verification of Indian preference as identified in Section IV-1.
5. The Interview Panel will be composed of individuals identified by the hiring Department Director and at least one Council Member (if interviewing for a Director position). If interviewing for a Head Start position the interview panel must include at least one Head Start parent.
6. Immediate family members of applicants, as defined in **Policy No. 2 - Nepotism/Conflict of Interest**, may not sit on an interview panel. To ensure this, each member of the Interview Panel will receive a list of applicants for the position. When identified by Federal or other program requirements, panels will include a representative of the appropriate committee or board.
7. An Interview Panel, once convened, will sit for all interviews for the advertised position. If an individual

Personnel Policy No. 3 RECRUITMENT AND HIRING

panel member is unable to sit on all interviews for the position, his/her input will not be considered for any of the interviews.

V. HIRING PREFERENCE

All recruitment and hiring will be done in accordance with the Yurok Tribe's Policy on Indian Preference.

1. To the greatest extent feasible, consistent with business necessity and efficient performance, it is the goal of the Tribe to recruit and select qualified applicants in the following order of preference. Except when recruiting for a Head Start position. Tier 1 will include only qualified Head Start parent applicants:

- ◆ Tier 1 Tribal Preference: qualified persons who are enrolled Yurok Tribal members.
- ◆ Tier 2 Indians married to enrolled Yurok Tribal Members.
- ◆ Tier 3 Indian Preference: qualified individuals who are enrolled members of other federally recognized Tribes.
- ◆ Tier 4 Non-tribal spouse of members of the Yurok Tribe.
- ◆ Tier 5 Other qualified persons.

2. The Human Resource Director will apply the preferences in the order as shown in section 1 above. Specifically:

- ◆ Interviews will first be set up to include only Yurok Tribal members, or only Head Start Parents when recruitment is for a Head Start position, which meet or appear to meet the minimum qualifications for the position. Once the interview process has been completed, the Interview Panel will make its selection from among the successful Tribal candidates.
- ◆ Only after determining that there are NO qualified Yurok Tribal members can interviews then be set up to include qualified Indians married to a Yurok Tribal member. The selection will be made from among the qualified Indians married to a Yurok Tribal Member candidate.
- ◆ Only after determining that there are no qualified Yurok Tribal members or qualified Indians married to a Yurok Tribal member can interviews then be set up to

Personnel Policy No. 3

RECRUITMENT AND HIRING

include Indian applicants. The selection will be made from among the qualified Indian candidates.

- ◆ If there are no qualified Indian candidates only then may interviews and selection be made from a non-tribal spouse of members of the Yurok Tribe.
 - ◆ If there is no qualified Non-tribal spouse of members of the Yurok Tribe only then will interviews and selection be made from any remaining qualified candidates.
3. Further, if qualified Indians are not available, the Tribe may, **to the extent feasible and consistent with efficient performance**, provide employment and training opportunities to Yurok Tribal members or other Indians, or Head Start parents (when recruitment is for a Head Start position), who are not fully qualified for a particular position, or as otherwise required or permitted by federal law or regulations currently in effect.
 4. Upon consensus by the Interview Panel, the hiring Director or Human Resource staff must complete reference checks and/or verification of submitted information on the individual selected. The Director will then complete the **New Hire Approval Request** and return it to the Human Resource Department along with all interview materials, including applications, rating sheets, interview questions, reference checks, etc. Interview materials will be held on file for one (1) year.
 5. The Human Resource Director will forward the **New Hire Approval Request** and backup materials (as necessary) to the Executive Director and Chairperson for final approval. Prior to hiring Head Start employees, the New Hire Approval Request must also be signed by a Head Start parent signifying that Head Start hiring requirements have been met and that the candidate is acceptable.
 6. Upon final approval, the Human Resource Director will create and send new hire notification to the individual selected.