



13.16 RECRUITING, APPLICATION AND HIRING POLICY

It is the policy of LADD to fill all employment vacancies in a timely and efficient manner, to meet the needs of the people served with the employees that are the most qualified and best-matched candidate to carry out the job responsibilities, including the people served in the process.

When personnel vacancies occur, Management will notify the Human Resources Department (HR). HR will place a job posting using an Applicant Tracking System, social media, the LADD website, in program postings, advertisement, community events as well as collaborating with State Government employment services. Applicants are sent to the company website to apply for employment. In the event that the online application system is not working, potential employees can fill out a paper version of the application through the Human Resources Department.

Human Resources will conduct an applicant search from the applications received in the Applicant Tracking System (ATS) to select candidates to fill all open positions. Guardians and/or the person served may select or appoint a preferred applicant. The applicant is required to follow LADD's Recruiting, Application and Hiring Policy.

Human Resources will complete internal and external postings as needed of job vacancies and available hours using the most efficient method deemed necessary to secure a qualified candidate. This may include website posting, job fairs, newspapers and employment boards etc. It should be noted that occasionally, based on business needs, some positions may not be posted as deemed appropriate by the Executive Director.

[Click here to view the full Recruiting, Application & Hiring Policy](#)

LADD

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