

HIRING PRACTICES AND PROCEDURES

Merced Cemetery District

The purpose of this document is to outline the organization's hiring practices to ensure employees are selected fairly and based on the needs of the organization.

****Hiring Procedures****

Merced Cemetery District follows these steps when hiring employees:

1. ****Identify the need:**** Determine the need for a new employee or replacement
2. ****Application review:**** Review applications and résumés to determine which candidates meet the position's qualifications.
3. ****Interview:**** Interview qualified candidates to assess their experience, skills, and suitability for the position.
4. ****Selection:**** Select the most qualified candidate based on job-related qualifications and the organization's needs.
5. ****Orientation:**** Provide the new employee with information about their job responsibilities, workplace policies, and organizational expectations.

****Equal Employment Opportunity****

Our organization is committed to fair hiring practices and equal employment opportunity. All hiring decisions are based on job-related qualifications and are made in accordance with applicable employment laws.

****Responsibility****

The District Manager is responsible for ensuring that these hiring procedures are followed for all employees, including full-time, part-time, and temporary staff.

Submitted by: _____

Title: District Manager

Date: 10-15-24