

**Employee Recruitment Policy**

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
Number:	300.36
Effective Date:	6/17/20
Review Date:	7/21/2023
Revised Date:	7/21/2023
Page:	1 of 1

I. Policy: Employee Recruitment Policy


It is our policy to ensure fair and equal opportunity to all candidates applying for a position at St. Joseph Academy (SJA).

II. Procedures:

- A. A Job Requisition Form must be completed by the requesting supervisor and approved by HR, Business manager and the CEO/president for any position to be posted on behalf of SJA.
- B. The position(s)/posting(s) must be sent to the Director of Ministry for Felician Sisters three days prior to posting to any other job boards including any internal posting(s) at SJA.
- C. Human Resources will post to any applicable job boards and/or post internally.
- D. For candidates to be considered for employment at SJA, they must apply through the online job board from which it was posted and/or fill out a paper application available in the front office. Applications and resumes will be accepted only when there is an open and/or listed position. Unsolicited applications and resumes will not be retained or considered.
- E. All applicants must specify the job(s) for which they are applying. Application forms that indicate "any job" or incomplete applications will not be considered and will be placed in an inactive file for a period of 6 months.
- F. A listing of open positions will be available on our website.
- G. Applications will be actively considered for 180 days. After that period of time, an applicant will be required to re-apply if a position becomes available.

SJA is an equal opportunity provider.

President/CEO reserves the right to make exceptions to this policy.

Approved by:   
President/CEO

Date 8/4/23