



## HIRING POLICY

### PURPOSE

Healthy Minds Consulting, Inc. (HMC) believes that hiring qualified individuals to fill positions contributes to the company's overall strategic success. In order to hire the most qualified candidates for positions, the following hiring process is applicable:

### POLICY

#### *Interview Process*

An Executive (or someone designated by the Executive team) will screen applications and/or résumés prior to scheduling interviews. Interviews are also generally conducted by an Executive or someone designated by the Executive team. Team interviews may be conducted as needed for some positions. The Executive team has ultimate responsibility for making a hiring decision.

#### *Reference Checks and Criminal Background Checks*

Once a decision has been made regarding interest in hiring an applicant, references will be checked and an offer will be made contingent upon satisfactory completion of a background check. An Executive or someone designated by the Executive team will check references for all candidates.

#### *Job Offers*

Once a satisfactory result is returned from the reference and background check, a representative of HMC will notify the candidate to confirm the initial offer / contract terms.

### *Initial Start Date and Orientation*

On the initial start date, employees and contractors will complete required paperwork and their orientation. An Executive (or someone designated by the Executive team) will complete the “New Hire Checklist” with new employees and go through company policies and procedures. All required documentation will be collected as well as a signature from the employee indicating company policies were reviewed with them, and placed in the new employee's personnel file.

All newly hired employees and contractors who may have any client interaction within the scope of their duties are required to attend a training on child/sexual abuse as provided by HMC. This training will be provided within the first three months of employment.