



HEKTOEN INSTITUTE, L.L.C.

HIRING POLICY

Hektoen Institute L.L.C. is an equal opportunity employer and hires individuals solely based on their qualifications and ability to do the job. Hektoen follows the Federal and State laws of employment.

Hektoen believes that hiring qualified individuals to fill positions contributes to the overall strategic success of our organization. Each employee, while employed, is hired to make significant contributions to Hektoen Institute L.L.C.

The Hektoen Institute L.L.C. assures Equal Employment Opportunity in all its policies including: recruiting, compensation, hiring, other benefits, transfers, training, promotions, and layoff and recall practices.

These policies will be administered without regard to race, color, age, religion, national origin, pregnancy, disability, veteran status, and sex, or any other characteristic protected by law, except where the characteristic is a bona fide occupational qualification. The Institute will give full consideration to the employment of disabled or handicapped persons on work they are qualified to do.



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HIRING PROCEDURE

1. When a job vacancy occurs, the manager responsible for filling the position (hiring manager) will complete items 1 - 10 of the “Approval to Hire Form” (**Attachment 1**) and attach a job description for the position.
2. Once the approvals have been completed, the Senior Administrator or designee (who is responsible for final approval) will submit *the fully approved* form to the hiring manager. Approval will be indicated by signature and date.
3. A copy of the approved “Approval to Hire Form” (faxed 312-948-2509) and a copy of the job description should be forwarded to the Hektoen Institute Director of Human Resources (e-mail: bettye.merriweather@hektoen.org).

ORIENTATION (Hektoen)

1. Hektoen orientation is every Tuesday morning at 8:30 a.m. at room 110, in the ASCP East Building, 2100 West Harrison Street. In most cases the new employee should attend orientation before the actual start date in the employee’s department.
2. The new employee must bring some type of identification to the orientation
3. The Director of Human Resources coordinates the scheduling of the John Stroger Hospital orientation for the new employee.

ORIENTATION (CORE, TB control, Provident, Cermak Clinic, Westside Clinic, and...)

4. Each unit manager should have an orientation schedule with specific activities outlined to transition the new employee in the position.

