

# BEST PRACTICE CATALOG

Project Title: **HIRING PROCESS**

Function Category:  PATIENT-FOCUSED  ORGANIZATION  STRUCTURES

Subcategory: **Management of Human Resources**

Heading: **Managing Resources**

Key Word(s): **Human Resources - Employment**

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Hospital: **Atascadero State Hospital**

Purpose: **Streamline the complex hiring process**

Brief Description: **The team developed a comprehensive, step-by-step guide for use by the supervisor during the hiring process. The manual provides examples of completed paperwork therefore reducing the error rate and hiring time.**

Selection Basis/Criteria: **Reduction of time required for hiring from application of employment to hire date.**

The following items are available regarding this Best Practice:

Photographs  Video Tape  Drawings  Manual

Other : \_\_\_\_\_

DATE SUBMITTED: **September 14, 1998**