

BEST PRACTICE CATALOG

Project Title: **FORM H**

Function Category: PATIENT-FOCUSED ORGANIZATION STRUCTURES

Subcategory: **Management of Human Resources** Heading: **Managing Resources**

Key Word(s): **Request for Personnel Action**

Contact Person: **Mal Helmuth, Personnel Officer**

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Hospital: **Napa State Hospital**

Purpose: **To assist Napa State Hospital's managers and supervisors to select and appoint employees and monitor personnel management practices.**

Brief Description: **Four part multi-purpose NCR form that managers and supervisors submit to Personnel to begin the process to recruit and fill vacant positions, to reclassify positions, or to promote employees.**

Selection Basis/Criteria: **This method is used because it enables the facility to select the best-qualified candidate for the position, while eliminating errors which reduces the hiring process time.**

The following items are available regarding this Best Practice:

Photographs Video Tape Drawings Manual

Other : **Form**

DATE SUBMITTED: **October 19, 1998**