

# Cornerstone Behavioral Healthcare

## PM.5 Selection, Recruitment, and Retention

### SELECTION

Cornerstone Behavioral Healthcare (CBH) will be consistent and fair in its selection of a new employee and will adhere to established application procedures.

Selection and appointment to all positions will be based upon position-related requirements and the applicant's demonstration that they possess education, qualifications, experience, skills, knowledge, abilities, and other characteristics necessary for successful performance.

An applicant for an open position will be required to:

- Complete an employment application, presenting in writing all pertinent facts concerning education, training, experience, licensure, or the equivalent, and other preparation for the position\*
- Provide names and contact information for at least two (2) previous employers, to be contacted by CEO or designee. Clinical applicants must also furnish two (2) professional letters of reference
- Participate in a personal interview
- Authorize State of Maine required background checks \*

Employment with CBH is contingent upon satisfactory results from all required background checks. If any background check produces results that are deemed unsatisfactory or that disqualify the individual from the position, employment may be terminated immediately by the CEO or their designee. Background checks include:

- Bureau of Motor Vehicles, Driving Record
- Department of Human Services, Adult Protective Services (APS)
- Department of Human Services, Child Protective Services (CPS)
- Maine Background Check Center (MBCC)
- Authorization for required ongoing background checks during continued employment

The hiring of staff is the responsibility of the CEO or their designee. Information gathered during the hiring process will form the basis of an individual's personnel file. Records will be maintained for all applicants to advertised positions. Records of successful candidates will be placed in their personnel files and kept secure and confidential. All correspondence and other communications will be filed with the disposition of each applicant clearly indicated.

- Files of unsuccessful candidates will be retained for twelve (12) months.
- Records of employed personnel will remain in the active personnel file until termination of employment, after which they will be kept in the active file for six (6) months and then transferred to storage for three (3) years.

Hiring decisions are made according to best-qualified criteria.

- Current employees are allowed to apply for any open, posted position within the organization. However, staffing decisions are based on the overall needs and balance of each office. Therefore, employees should not assume they will automatically be selected for an open position.
- No employee may be hired by an immediate family member (defined as a parent, child, sibling, spouse, domestic partner, or in-law) to fill any position. In addition, no employee will

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be placed in a role where they directly supervise, or are directly supervised by, an immediate family member.

- Employment at CBH cannot be offered as a consideration or reward for support or defeat of any political party or candidate for public office.

### RECRUITMENT & ADVERTISING

Methods of advertising vacancies may vary depending on the nature and requirements of the position. If CBH engages a recruitment or referral agency, that agency must provide reasonable evidence that it complies with all applicable employment laws and upholds equal employment opportunity standards. When positions are open, recruitment will be conducted to ensure that the open position is filled with a qualified individual. In the recruitment for an open position, CBH will make known:

- Title of vacant position
- Qualifications sought for the position
- Brief statement of responsibilities
- Wage range for the position
- Statement that CBH is an Equal Opportunity Employer

### RETENTION

CBH recognizes its employees as a valued asset in carrying out the jobs and tasks for which they are hired. To support this philosophy, CBH is committed to:

- Providing ongoing training
- Offering ongoing supervision and support by qualified personnel
- Creating opportunities for career advancement
- Encouraging continued education

*Frank Willard*

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CEO

12/03/2025

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Date

\*As specified in 10-144 CMR Ch. 123.13.B & C