



Upon receipt of a resignation, termination, or a newly created and approved position, the supervisor shall work with the Human Resources Recruiter to start the process of filling the vacancy. All vacancies must be approved by the Appointing Authority.

Prior to announcing a vacant position, the supervisor and appropriate administrator(s) shall review the position description to be certain it is up-to-date and accurately describes the work of the position. Changes to the work described in the position description or to the classification of the position must be completed before the position is announced.

KDADS is an equal opportunity employer in accordance with state and federal law. Prior to an offer for employment, every effort shall be made to obtain a written reference check on at least the top candidate for a vacant position.

Only approved performance tests may be administered to candidates for positions which document the need for a specialized skill that can be assessed using a performance test. Performance tests must be approved by hospital Human Resources.