## Job Competency

1. **Purpose**

The purpose of this procedure is to ensure that all employees and new hires are competent to perform a given job.

1. **Procedure**

An organizational chart and job descriptions listing minimum qualifications for each job have been established.

Competence to perform a job shall be assessed upon hire and periodically using any of the following sources that apply:

* Licensure
* School records
* Work history
* Reference checks
* Practical tests
* Skills checklist
* Personal interview by the hiring manager to determine that the new hire has the qualifications to meet the minimum job requirements.

A new hire Initial Competency Assessmentwill be completed for each new hire. The same process is used for employees who transfer to new jobs.

An ongoing evaluation of role competencies will be conducted on all existing employees. Periodic evaluations will look at areas such as job efficiency, proper application of knowledge, punctuality, and ability to work well with others.

1. **Job Specific Training**

All new employees and transferred employees will be given job specific training as outlined by management for that particular job.

A competent person (Supervisor, Lead Hand, etc) must verify that an employee is competent to perform their roles and responsibilities before being allowed to work independently.