

Policy No. HR-415

Recruitment and Selection Policy

Applies to: Eastern Washington State Historical Society (**EWSHS**) employees.

References that apply to this policy: Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- State law – [RCW 41.04.010 Veterans' scoring criteria status in examinations](#)
- State rule – [WAC 357-16 Recruitment, assessment, and certification;](#)
- State rule – [WAC 357-19-465 Veterans' scoring criteria status in examinations](#)

Effective date: July 10, 2024

History: This is a new policy.

Approved by: **EWSHS** Board of Trustees

Purpose

This policy provides a standard for the recruitment and selection of Washington General Service (WGS) positions for the **EWSHS**. This policy supports **EWSHS'** recruitment and selection the most qualified candidates for our positions using equitable and fair hiring practices.

Policy Statement

EWSHS will follow the requirements in [chapter 357-16 WAC](#) and this policy when recruiting and selecting candidates. The Human Resources (HR) Director at DES or designee is responsible for the oversight and administration these activities within the **EWSHS**.

Policy

The agency will determine the recruitment and application processes used to fill positions.

The Board of Trustees delegates to the Executive Director the responsibility to develop and administer recruitment and application processes consistent with the direction of DES Human Resources.
