

	HUMAN RESOURCES		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
Hiring Process	03/01/2007		H-301
APPROVED			
<i>Approved with Policy A-100</i>			
President			

Purpose: D. W. Tower, Inc. recognizes that the success of the organization and the quality of Company service depend on the selection and retention of qualified and committed employees. This policy provides specific guidelines regarding the hiring of employees.

Policy: D. W. Tower, Inc. will follow all federal and state laws and regulations, and will apply the guidelines listed below, to ensure fairness and consistency in the hiring, promotion and internal transfer of all employees. D. W. Tower, Inc. will use a variety of recruiting sources, as appropriate, to locate the most qualified candidates possible to fill positions, while following the Company Equal Employment Opportunity Policy.

Scope: This policy applies to all employees involved in the hiring process or in promoting or reassigning employees to other positions.

Definitions:

- An *applicant* is someone who applies for a specific or Company-anticipated vacant position within the timeframe that the D. W. Tower, Inc. accepts applications.
- *At will* means that either the Company and/or the employee may terminate the employment relationship at any time, with or without notice, and with or without cause.

Procedures:

1. The President is responsible for ensuring that this policy is followed.
2. Only applicants submitting their resume or application during the Company-designated period for acceptance of applications will be considered for employment. The Company-designated period for acceptance of applications is subject to change, based on business needs. To be considered an applicant, regardless of the method used to submit a resume or application, an applicant must submit documents during the designated period.

3. All suitably submitted resumes and applications are to be sent to the Human Resources Department, with a notation of when they were received. Unsolicited or late resumes may be destroyed.
4. All applicants must complete a D. W. Tower, Inc. application. A resume may be sufficient to begin the hiring process but will not substitute for a completed application prior to an offer of employment.
5. D. W. Tower, Inc. will use a variety of recruiting sources, as appropriate, to locate the best qualified candidates possible to fill open and/or anticipated position vacancies, while following the Company Equal Employment Opportunity Policy.
6. Former employees may be considered for re-employment. If former employees are re-hired within 12 months of the last day of employment, they may be allowed to continue with benefit eligibility; otherwise, they are considered to be new employees for benefits and other Company program purposes. Their Service Anniversary will be the start date of the most recent period of employment.
7. D. W. Tower, Inc. will hire or rehire a relative of persons currently working at the Company only if they will not be working directly for, or supervising a relative, or will not occupy a position in the same line of authority within the organization.
8. D. W. Tower, Inc. will publish openings at one or more of the following places. Although the Company generally prefers to promote or transfer employees from within, it reserves the right to publish open and/or anticipated positions internally and externally simultaneously.
 - Internally
 - State Workforce Commission
 - Temporary staffing organizations
 - Company website - <http://www.dwtower.com/>
 - Appropriate professional organization websites
 - Generic job posting websites (such as Monster.com or Headhunter.net)
 - Direct sourcing companies
 - Newspapers
9. The interview process may consist of a phone interview, a visit to D. W. Tower, Inc. and a meeting with various employees. Management will appoint an appropriate person to coordinate and conduct the interview process, including development of standard interview questions to be asked of all applicants.
10. The offer to be presented to an applicant should be discussed with the President prior to the offer being made to ensure its appropriateness.

11. Offers of employment will be in writing, from the President, and will include a statement that employment is *at will*.
12. Applicant authorization will be required prior to processing mandatory background and reference checks. For positions requiring credit checks, applicant authorization will also be required.
13. Offers will be conditional upon successful passing of background and reference checks. Furthermore, successful credit checks will be required for candidates applying for positions in which job responsibility includes handling cash for the Company.
14. All potential employees must provide satisfactory proof of eligibility to legally work in the US prior to commencement of employment.
15. Applicants interviewed in person and not offered a position will be notified of their status.

See the Equal Employment Opportunity Policy, the Americans with Disabilities Act (ADA) Policy, the Anti-Harassment Policy for additional information.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

This manual and the policies herein are the property of D. W. Tower, Inc. They may be altered or deleted only with the permission of the President.