

Who Is an “Applicant” & Mitigating Risk for Northwest Kidney Centers

Definition of an “applicant”:

- An individual is qualified and expressed their interest in employment for a particular role through the Internet or related electronic data technologies. At Northwest Kidney Centers, the Jobvite Applicant Tracking System (ATS) is the tool of record and the only way to be considered for employment (including for internal candidates).
- The employer considered the individual for employment in a particular position. When we open the application, we are now “considering” the applicant.
- The individual’s expression of interest indicated that the individual possesses the basic qualifications for the position.
- The individual, at no point in the employer’s selection process, prior to receiving an offer of employment from the employer, removed themselves from further consideration or otherwise indicated that they were no longer interested in the position. Sometimes candidates communicate they are withdrawing and sometimes not (ghosting).

Importance of an Application

- Key in having a fair and legal selection process.
- Provides an even playing field for everyone (equal access to apply for the posted req).
- Provides opportunity to review and consider the best qualified for hire.
- An application is not a resume. It is a legal document which applicants sign to verify the information provided is true and correct. Applications may include a paragraph explaining that omissions or false information reported on the application may result in application rejection or employment termination. The application allows NKC to initiate pre-boarding compliance checks.

Mitigating Risk

- Steer away from vague minimum requirements
- Unpost the position to manage applicant flow.
- Perception of fair selection process to lessen risk of selection process complaint.
- Avoid preferential hiring - AKA discriminatory “cherry picking.”
- Use of disposition codes to pull applicants out of the consideration.
- Close reqs when filled.
- Affirmative Action wants to see at least 3:1 (3 interviews to 1 req)
 - Avoid 1:1 hiring (1 interview:1 req when there is more than 1 qualified candidate)
- One hire per req (our current best practice)
- Do not move/copy/add applicants to other requisitions.
- Data Management Techniques
 - By looking at applicants in smaller groups of 10 or 20 by date of application (typically used with high volume jobs). This is not a current practice at NKC.

When talking with Applicants, share that:

- You want to invite them to apply, and they can do this by visiting our www.nwkidney.org web page and apply online. Even better, the recruiter and/or manager may share a Jobvite link, or the Career Page job posting link.
- Since you already have a profile with us, it won’t take long to apply for a different req.
- Thank you in advance for helping Northwest Kidney Centers in compliance. We want to make sure everyone knows we offer a legal and fair selection process.

By ensuring a fair selection process, you are supporting DEI and practicing values – Integrity, Excellence, Quality.