

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

Definition of an “applicant”:

- An individual is qualified and expresses 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 current tool of record and the only way to be considered for employment (including 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 structured and consistent way to gather essential candidate information, compare applicants, ensure compliance with legal requirements, and streamline the screening process.
- Provides an even playing field for everyone (equal access to apply for the posted requisition).
- 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 when it is determined there are sufficient qualified applicants for a particular requisition.
- Perception of fair selection processes to lessen risk of selection process complaints.
- Avoid preferential hiring - AKA discriminatory “cherry picking.”
- Use of disposition codes to pull applicants out of consideration.
- Close reqs when filled.
- Affirmative Action wants to see at least 3:1 (three interviews to one requisition)
 - Avoid 1:1 hiring (one interview: one requisition when there is more than 1 qualified candidate)
- Only one hire per requisition (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:

- Invite them to apply, they can do this by visiting www.nwkidney.org web page and apply online., The recruiter and/or manager may also share a Jobvite link, or the Career Page job posting link.
- Since an applicant will already have a profile with NWK, it will not take long to apply for a different req.
- Thank you in advance for helping Northwest Kidney Centers compliance initiatives. 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.