

## **CHAPTER TWO**

### **RECRUITMENT**

#### **2. IN-HOUSE RECRUITING**

The Human Resources Department shall post all job vacancies on designated Sac and Fox Nation bulletin boards for not less than three (3) working days as part of its "promotion from within" policy. These notices of job vacancies are primarily for Sac and Fox Nation employees to be aware of them first. The Director and/or Business Committee may request Human Resources to recruit both in-house and outside, concurrently, if justified.

The Human Resources Department is taking In-House applications for the following position: COVID-19 Entrance Screener. All applications must be received by Human Resources before the close of business March 17, 2021.

**COVID-19 Entrance Screener- Temporary #2021-15 (STROUD)** serves the Sac and Fox Nation by providing essential COVID-19 screening procedures to the Sac and Fox Nation employees and the public. Responsible for performing digital temperature screenings of everyone entering the tribal administrative building. Clean and disinfect the thermometer after every use. Attention to detail. Ability to multi-task. High School Education/GED preferred.