Human Resources

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 Missouri Baptist medical center food service department hires employees through both Internal and external recruitment. Th e-most used external recruitment site is Indeed. They also do internal recruitment, which is moving employees to different positions or from another department. Another way of retroelement is employees referring to a family someone they know. They do performance evaluations annually, and the increase is 2-3 % a year according to their experiences. They are considering the labor relations hospital survey to collect data about employee satisfaction.

Another thing the survey collects is the relationship between employee and supervisor. If the result of the survey showed a problem, the supervisors would have a conversation with different people; they apply the corrective action. It called “not to file,” then it led to “correction action.” The discipline process considers the length of employees worked trained and experience. Termination procedures are when an employee asks for an interview with his supervisor is called the “exit interview process.” They will discuss a better opportunity on the site. They also discuss the benefits and raise.

 The hiring procedures start with the interview, which is done by the manager, which is the dilatation. They ask about previous experience and skills according to the job position. The references are not a big part of the hiring procedure unless there is a red flag. After the interviewing process, then they might do the drug screening and physical exam. The food service department does not do the screening, or the physical exam, the hiring office of the hospital orders it. If the employee passed the screening and the interview, they got hired. The manager of the kitchen will do the orientation for the new employee. Stations do the training, so it depends on which station they new employee is working they will be trained accordantly. The employee working in the cooking will be taught by the sous chef, while the catering supervisor will train the employee working in catering. After preparing the new employee will shadow and old employee for two weeks.

3. Due to COVID-19, the Missouri Baptist Hospital is not hiring right now, so I could not attend a recruitment or training proceeded. My preceptor talked to me about the process, and I have a paper about the hiring and interview outlines, I will attach to my paper.