Purpose

This policy reflects C-4 Analytics' recruitment and selection policy to ensure C-4 Analytics fills vacancies with the best qualified candidate.

Philosophy

C-4 Analytics is committed to maintaining an inclusive working environment that values the diverse backgrounds and characteristics of all people. C-4 Analytics embraces the different perspectives and experiences, increased innovation, expanded skills pool, and enhanced teamwork created by a rich environment that reflects the community it serves. These values are integral to C-4 Analytics' provision of services and broad vision for its future.

C-4 Analytics believes in equal opportunity in employment practices without discrimination on the grounds of race, religion, color, sex, gender identity/expression, sexual orientation, disability, ancestry, national origin, age, marital status, genetics, active military personnel, and source of income or family status.

Responsibility

The Human Resources Department is responsible for ensuring that C-4 Analytics' employment practices conform to Federal, State, and Local laws, regulations, and HR policies. The Talent Acquisition team works in partnership with the Human Resources and Department Heads in the candidate selection process.

Recruitment

Internal Candidates: C-4 Analytics encourages the development of existing talent for promotion. When a vacancy occurs, C-4 Analytics will first consider qualified internal employees prior to publicly advertising an opening. C-4 Analytics will advertise positions for at least one week on C-4 Analytics' intranet website. C-4 Analytics will select internal candidates who apply for an interview provided that they meet the minimum qualifications for the position.

External Candidates: C-4 Analytics will advertise positions that are not filled by an internal candidate by advertising in an expansive geographic area, partnerships with community groups, school and educational groups and professional affiliations to strive for a rich pool of diverse, qualified candidates. The selection process includes a first round interview with the talent acquisition team, subsequent interviews by department heads as needed.

Qualification Requirements

At the time a position vacancy occurs, C-4 Analytics Human Resources Department will ask the hiring manager to update/review the job description and required qualifications. The Human Resources Department will review the updated job description and specifications for compliance with job requirements. Additionally, where applicable, the position may be reclassified by Human Resources based on changes made by the hiring department. The Talent Acquisition team will review the application materials, select candidates for further consideration, conduct interviews, contact references where applicable, and select finalists for the position.

Application and Eligibility for Employment

All candidates applying for employment with C-4 Analytics must submit a resume and/or complete an official application form located on the C-4 Analytics web page. C-4 Analytics will seek the most competent, best qualified person that will fit the needs of the organization. All candidates who accurately complete the application forms will be reviewed for the position by the Talent Acquisition team. Some candidates who meet the minimum qualifications for a position may not be interviewed if other applicants in the pool are more qualified. All applicants selected for an interview are required to complete a formal application.

Examinations

C-4 Analytics may administer job skills examinations to candidates applying for job vacancies in C-4 Analytics. Examinations can be written, oral or both. Human Resources considers this screening information to be a personnel record.

Employment

Where applicable, vacancies shall be filled by a full-time employment, temporary employment, promotion, provisional employment, seasonal employment, transfer, or demotion.

Conditional Offer

All offers of employment are contingent upon the success of background check and is to be processed after a conditional offer of employment has been extended to the applicant.

NEW HIRES: All new hires are required to successfully complete and/or pass background checks and reference checks. This applies to all full-time, part-time, seasonal, and temporary employees. The background check must be completed, and results verified before any employee begins work unless an exception is made by the Vice President of Human Resources in writing. At no time should an employee begin work until the Vice President of Human Resources or designee has verified results of the background check.

REHIRES: Rehired candidates who have been separated from C-4 Analytics for longer than 90

days must successfully complete and/or pass any applicable pre-employment items identified above.

AUTHORIZATION BY APPLICANT: The candidate must authorize the background checks by completing the appropriate forms.

Background Checks

C-4 Analytics conducts background checks on candidates post-offer (conditional offer). C-4 Analytics may also use a third-party administrator to conduct background checks. For purposes of this policy, a "background check" may mean a criminal background check, education verification, employment history confirmation, public web-based information, public information review, and professional / personal references. C-4 Analytics conducts background checks to verify the accuracy of the information provided by the candidate and determine their suitability for employment.

C-4 Analytics takes precautions to ensure that background checks comply with applicable federal and state statutes, such as the Fair Credit Reporting Act. All criminal background screens are conducted post-offer (conditional offer). Candidates who have events on their background screen will be assessed pursuant to C-4 Analytics' background check policy.

Additional Requirements

All offers of employment are contingent on verification of the applicant's ability to work legally in the United States. Prior to a new hire's first day of work they will be asked to provide original documents verifying their right to work and as required by federal law, to sign federal Form 1-9, Employment Eligibility Verification Form. If the applicant, at any time, cannot verify their right to work in the United States, C-4 Analytics may need to terminate employment.

Prior to or on a new hire's first working day, the employee will be asked to complete employment paperwork in the C-4 Analytics Human Resources office. Copies of documentation will be required for this paperwork to be completed. A new hire will be required to present documents listed as acceptable on the federal I-9 form.

Conflict of Interest

All candidates must complete an Employee Agreement document and list any conflicts of interest as part of formally accepting a written offer.

Benefits

C-4 Analytics offers medical, dental, and vision insurance, life insurance, 401k plan and other benefits to permanent full employees.

Employees may visit FUSE>HR>Benefits for detailed up to date information.

Anniversary Date

A new hire's first day of work is their official anniversary date. C-4 Analytics uses the anniversary date to compute various conditions and benefits.

90-day Introductory Period (IP) C-4 Analytics regards the introductory period as an integral part of the new employee process and shall be utilized by supervisors and Department Heads for closely observing the employee's work and conduct, establishing supervisory and work product expectations, securing the most effective adjustment of a new employee or a current employee to a new position, counseling an employee whose performance does not meet the required work standards, which may include discipline or discharge.

Every person hired to a full-time or part-time position will undergo an introductory period to enable the Department Head to observe the employee's ability to perform the various principal duties and provide contemporaneous job feedback to the employee.

The introductory period begins immediately upon assumption of duties or promotion. Prior to the end of the introduction period the Department Head may recommend that the introduction period be extended to allow the Department Head to conduct additional performance evaluations or allow more time for the Department Head to work with the employee. If an employee's job is temporarily interrupted during the introduction period, upon return, they will be required to complete the remainder of the introduction period.