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Policy Buzz

Contingency Permanent Placement Policy FAQs

Policy Name	Contingency Permanent Placement HR929
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New or Revised Policy	New
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

The purpose of this policy is to outline when and how Participating Organizations may use a contingency permanent placement firm.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ A Participating Organization may request to use a contingency placement firm when all other recruitment options have failed to provide appropriate candidates for permanent vacancies.
- ✓ Prior to the Participating Organization utilization of a CPF, a request to use a CPF must have the appropriate approval from Human Resources (HR) and the agreement will be established by Intrastaff.
- ✓ Firms used to provide contingency placement services must be authorized by Intrastaff and have a signed agreement in the Johns Hopkins Health System (JHHS) Legal Department.
- ✓ Anyone who fails to comply with the guidelines outlined in this policy will be subject to disciplinary action.

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/42438/policy_42438.pdf

