

Employee Hiring Guidelines:

1. Department Manager receives approval from VP and/or from the President to fill a new or a vacant position.
2. Department Manager, with input from VP, develops a recruiting plan by considering the attached, [Developing a Recruitment Plan](#).
3. Department Manager, with input from VP, identifies a search committee and a search committee chair.
4. Department Manager and/or Search Committee Chair completes [faculty ad template](#) or [staff/admin ad template](#) and position description working with HR.
5. Department Manager and/or Search Committee Chair completes and circulates [vacancy form](#) for signatures.
6. Upon receipt of vacancy form, HR establishes the position in [Interfolio](#), an on line applicant tracking site, and posts the position on standard sites as determined by the College; department places ad in specific discipline sites. The department may identify additional sites on the vacancy form. Department identifies anticipated costs associated with additional sites and HR notifies department how much HR can contribute toward cost of ad. HR emails search chair hiring information.
7. Search committee chair and search committee schedules meeting with HR Representative to review hiring and diversity practices: [Search Committee Briefing](#) and [Affirmative Action Guidelines](#)
Meeting topics will include:
 - Review of recruiting plan
 - Interfolio training [Interfolio Instructions](#)
 - Candidate screening criteria - [Screening Guidelines](#)
 - Set up an estimated timeframe for the search (overview):
 - How long for applicant review
 - When will long list be determined
 - The long list of candidates should contain diversity and must be reviewed with the Department VP before scheduling interviews
 - How/when will long list of candidates be interviewed
 - The short list of candidates should be derived from the long list, contain diversity and must be reviewed with the Department VP before scheduling interviews
 - How/when will the short list of candidates be interviewed
 - When will position be filled
8. Search committee enters search criteria in Interfolio then reviews and assesses applicants as resumes are received. Applicants must be rated (given stars) in Interfolio and all applicants must receive at least 1 star.
9. Search chair contacts the EEO Officer to assess the diversity of the applicant pool in total and of the proposed long list. Search chair emails HR the names on the long list to screen against the state database of individuals prohibited from state employment.
10. Search chair reviews EEO data with Department VP and either proceeds with long list selection or alters recruiting strategy.
11. Search committee interviews long list of candidates and selects short list.
12. Search chair contacts the EEO Officer to assess the diversity of the candidates on the short list. Search chair reviews EEO data with Department VP and either proceeds with short list selection or alters strategy.
13. With Department VP approval, short list is brought to campus for interviews.
14. At the interview, candidates [complete reference check authorization](#), and [criminal background check release form](#) (cbc). Candidates may be given fringe benefit information: [Faculty](#), [Visiting Faculty](#), [Exempt \(Administrative\)](#), [Non-Exempt \(Staff\)](#), and [Benefits Rates 2022](#).
15. When a candidate is selected notify the Department VP and email Kristan A. Thomas, Recruiter, the following information:
 - Position title
 - Name of candidate selected for hire
 - Salary department desires to offer
16. The Recruiter will confer with the Assistant Vice President of Human Resources who confers with VP for Business & Finance/CFO
 - HR provides department the salary that can be offered
17. Department, after HR provides salary, verbally extends contingent offer of employment to applicant. NOTE: Offer of employment is contingent upon successful completion of the criminal background check process and proof of COVID-19 vaccination, medical and religious exemptions will be considered. Must be completed successfully by first day of employment.
18. Search chair, after verbal offer is accepted, requests offer letter from the Assistant Vice President of Human Resources and copies the Recruiter.
19. Assistant Vice President of Human Resources prepares, signs and emails offer letter to search chair.
20. Search chair provides offer letter to applicant, submits criminal background check (cbc) release form and reference check authorization to HR to start the criminal background check process on the individual hired.
21. HR notifies search chair (and provost's office if faculty) after criminal background check process is successfully completed.
22. HR coordinates onboarding with contact identified by Department Head utilizing [checklist](#), and emails new hire a welcome letter, and mails a new hire packet.
23. Search chair selects start date with newly hired, completes [new hire](#) or [transfer form](#) for admin/staff positions and submits original form to HR.

24. Search chair notifies candidates not hired via email through Interfolio; makes sure all candidates were rated, then closes the search in Interfolio and notifies HR (this prompts EEO reporting).
25. Search chair sends [campus announcement](#) of hire.
26. Search chair sends HR copy of offer letter, and for admin/staff positions a copy of the cover letter, resume, and references of individual hired.
27. HR prepares administrative contracts and Provost's office prepares faculty contracts for regular full-time employees. Contractual employees need to meet with the department secretary to complete hiring paperwork.
28. When using [applications](#) for searches such as Caretaker and Groundskeeper, etc., search chair needs to upload applications into Interfolio and possibly complete a [Reporting for Recruitment](#) form then forward the original to HR. Applications must be kept on file for 3½ years.
29. Other forms and hiring information are located on the "N" drive under Human Resources, Hiring Guidelines and Info. Information is also located in Interfolio Faculty Search (<https://product-help.interfolio.com/m/27443>).