

RECRUITMENT POLICY AND PROCEDURES

PURPOSE: To enable the University to select the most qualified candidate using equitable and fair hiring practices.

POLICY: The University shall carefully screen applicants in a nondiscriminatory, fair, and consistent manner for budget approved available positions in order to hire the most qualified candidate. The selection process shall strictly conform to all equal employment opportunity (EEO) guidelines.

DATE APPROVED: 01/13/2014

REVISED:

PRACTICES & PROCEDURES: In order to implement a Standard Recruitment Policy, the following procedures must be followed for all non-faculty positions.

STEP 1: Job Description. This document is an important tool in the recruitment and hiring process. It is best practice to review job descriptions every two years and/or when a position becomes vacant to ensure duties and expectations remain relevant to the position.

- For new positions:
 1. The hiring manager (the individual responsible for making departmental hiring decisions) should work with the Human Resources Director to create a job description using the University's job description template.
 2. Once the position description has been approved by the supervisor and the Human Resources Director, the Human Resources Director will obtain a compensation analysis/salary range assignment.
- For existing positions:
 1. The hiring manager (the individual responsible for making departmental hiring decisions) should request from HR the official electronic job description on file to review and make changes, if needed.
 2. Any requested changes to the job description must be reviewed by the Human Resources Director (sent electronically) to ensure that the changes don't affect the FLSA status of this or another position and follow the University's template guidelines.
- Once a job description is approved, this electronic document will become the official description for the position and will be filed in Human Resources.
- All employees are required to read and sign their job description. All original signed job descriptions will be kept in the employees personnel file.
- Any future changes to the job description would require the supervisor to submit the changes electronically to the Human Resources Director for review and once approved, the employee would need to sign the new document.

STEP 2: Position Requisition

- The hiring manager shall prepare the Position Requisition and submit it to the following individuals for approval:
 1. the hiring manager's Executive Officer;
 2. the Director of Human Resources;
 3. the Budget Director;
- The Position Requisition must be completed in its entirety and submitted to the Executive Officer for approval.
- When the Position Requisition reaches the Human Resources Director, the appropriate hiring range for this position will be assigned based on information received from the compensation analysis.

- The Human Resources Office shall ensure that the Position Requisition is complete and has an updated job description in place prior to forwarding it on to the budget director for signature.
- Upon receiving the approval to recruit, a Human Resources representative will scan the document to the hiring manager to announce the recruitment process may begin.
- No recruitment which includes advertisements or interviews may be conducted until the position is signed by the Budget Director ensuring there are funds sufficient to begin the recruitment process.
- Upon receipt of the signed Position Request Form, a representative from the Human Resources Department will contact the hiring supervisor to begin the posting/advertising of the position.

STEP 3: Posting/Advertising the Position Announcement

- Upon budget authorization to initiate the standard recruitment process, the Human Resources Office shall electronically post an announcement for the position to be filled internally for a minimum of five (5) business days. Outside advertising may be done simultaneously with the internal posting.
- All postings will contain a statement that unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment. Determination of suitability for employment based on background checks will be made consistent with University policies and any applicable state and federal laws or regulations.
- The Human Resources Office will consult with the hiring manager to determine what type of advertising or other special recruitment strategies will be used to develop an applicant pool, including any targeted outreach to ensure we are obtaining a qualified and diversified applicant selection.
- During the five-day posting period, no interviews will be conducted nor will a job offer be extended to any candidate, although applicants may be screened and evaluated during this time.
- All position announcements shall identify the minimum qualifications needed to satisfactorily perform the duties of the position and any preferred skills as reflected on the approved job description. All position announcements shall comply with federal, state and local regulations pertaining to equal opportunity.
- Announcements shall disclose that any employment offers are conditional pending the satisfactory completion of a background check.

STEP 4: Applications Process

- All applicants for non-exempt positions shall complete an Application for Employment.
- All candidates for exempt positions who submit resumes or CV's shall be required to complete an abbreviated Application for Employment.
- All applications or resumes shall be scanned to the Human Resources Department where they are entered into a tracking system.
- All finalists will be required to complete a criminal background check authorization form.

STEP 5: Screening/Interview Process

- Internal Applicants, Colleagues or Alumni of St. Bonaventure University.
 - The hiring supervisor shall communicate with all internal applicants who responded to a job posting concerning their application; however, not all internal applicants will be granted an actual interview.
 - Often hiring managers will get referral applications from a colleague or alumni. It is good business practice to acknowledge the receipt of these documents.
- Non-exempt Positions
 - The hiring manager shall screen applications and arrange interviews for the applicants that best meet the position's requirements.
 - Interviewers are responsible for reading the lists of suitable and illegal interview questions posted on the Human Resources tab on MySBU website prior to interviewing candidates. Any related concerns or questions should always be referred to the Director of Human Resources.
 - After the interview, the hiring manager will provide each applicant (under consideration) a background check authorization form to be completed and returned to the Human Resources Office.
- Exempt Positions

- Hiring manager or committee chair in the instance of a search committee shall screen application materials and shall select up to 5-10 candidates to be interviewed.
- Interviewers are responsible for reading the lists suitable and illegal interview questions supplied by the Human Resources Office prior to interviewing candidates. Any related concerns or questions shall always be referred to the Director of Human Resources.
- After the interview, the hiring manager or committee chair will provide each applicant (under consideration) a background check authorization form to be completed and returned to the Human Resources Office.

STEP 6: Background and Reference Check

- The hiring manager shall verify pertinent employment information by contacting a minimum of three (3) references. Reference calls may be made to anyone the candidate may have worked for or with at their former places of employment.
 - It is good business practice to let the finalists know before contacting anyone at their current place of employment.
 - Any concerns or questions regarding the reference checks should be referred to the Director of Human Resources.
 - At no time should the hiring manager or committee chair share information they gathered with the candidate or shared with anyone not part of the actual offer process (executive officer or the HR Director).
- The hiring manager or committee chair will notify Human Resources of the selected candidate in order to process the official background check.
 - It is important to note that actual processing time can take up to 3-days.

STEP 7: The Employment Offer Process

- Non-exempt Positions
 - Once a decision has been made regarding a candidate of choice, the hiring manager will complete a hiring authorization form and submit it electronically to the Human Resources Director and Budget Director.
 - Unless agreed upon by the Human Resource Director, compensation offers shall fall within the 25th percentile of the hiring range for the vacant position.
 - If the successful candidate is a current employee and possesses the minimum qualifications for the position, the new salary should not exceed 105% of their annual salary or the base of the salary range for the new position whichever is greater. Should the employee possess additional years of experience and/or education than what is listed in the job description for minimum qualifications, with the approval of the Director of Human Resources, compensation offers shall fall within the 25th percentile of the hiring range for the vacant position..
 - The candidate who is to be made an offer of employment will be notified a background check is to be initiated. No official offer of employment can be made until a successful background check is completed by the Human Resources Department.
 - Upon the successful receipt of the background check the Human Resources Director will contact the hiring manager alerting them they can proceed with a verbal offer of employment to the applicant.
 - To allow the Human Resource Department the time to properly process new hire documents, a minimum of five business days must be given from date of offer to the start of employment.
 - Unless an exception is made by the Human Resource Director, the employees first day of employment will be on a Monday in order for the new hire to attend an orientation.
 - Once a verbal acceptance is obtained from the applicant, the supervisor will forward the hiring authorization form to the Human Resources Department so a written offer of employment will be created by the Human Resources Department disclosing specific details of the position such as its non-exempt at-will status, hourly rate and whether the position includes benefits.
 - All non-exempt staff will be required to attend an orientation conducted by Human Resources on their first day of employment. These sessions will be held each Monday morning at 9am.

- All candidates who were interviewed but were not chosen for the position shall receive communication from the hiring manager alerting them to the outcome of their interview. All other candidates will receive electronic notification that the position is closed and to thank them for their interest.
- Exempt Positions
 - Once a decision has been made regarding a candidate, the hiring manager will complete a hiring authorization form and submit it electronically to the Human Resources Director and Budget Director.
 - Unless agreed upon by the Human Resource Director, no offers of employment shall exceed the 25th percentile of the hiring range for the vacant position.
 - If the successful candidate is a current employee and possesses the minimum qualifications for the position, the new salary should not exceed 5% of their annual salary or the base of the salary range whichever is greater. Should the employee possess additional years of experience and/or education than what is listed in the job description for minimum qualifications, the offer of employment shall not exceed the 25th percentile of the hiring range for the vacant position.
 - The candidate who is to be made an offer of employment will be notified a background check is to be initiated. A conditional verbal offer can be made to candidate acknowledging that all offers are contingent on a successful background check.
 - Upon the successful receipt of the background check the Human Resources Director will contact the hiring manager so they are able to make the official offer of employment.
 - Once a verbal acceptance is obtained from the applicant, the supervisor will forward the hiring authorization form to the Human Resources Department so a written employment contract can be created and mailed to the candidate.
 - Unless an exception is made by the HR Director, the employees first day of employment will be Monday.
 - All exempt staff will be required to attend an orientation conducted by Human Resources on their first day of employment. These sessions will be held each Monday morning at 9am.
 - All candidates who were interviewed but were not chosen for the position shall receive communication from the hiring manager/committee chair alerting them to the outcome of their interview. All other candidates will receive electronic notification that the position is closed and to thank them for their interest.