



STAFF RECRUITMENT POLICY AND PROCEDURES

Approved April 2017

PURPOSE: To enable the University to select the most qualified candidates 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.

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

For new positions:

The hiring manager (the individual responsible for making departmental hiring decisions) must work with the Human Resources Director to review or create a job description.

Once the position description has been approved by the manager and the Human Resources Director, a hiring range for the salary of the position will be established. Initial offers always start with the minimum of the range. The hiring manager uses this range in negotiation with the successful candidate. No deviation outside the hiring range is permitted without first consulting with the Human Resources Director.

For existing positions:

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. This is also the time when the hiring range for the position is established. Initial offers always start with the minimum of the range. The hiring manager uses this range in negotiation with the successful candidate. No deviation outside the hiring range is permitted without first consulting with the Human Resources Director.

Any changes to the job description must be reviewed by the Human Resources Director to ensure that the changes do not affect the FLSA status or grading of this or another position.

Once a job description is approved, this electronic document will become the official description for the position and will be filed in Human Resources.

STEP 2: Hiring Request

The hiring manager shall prepare the Hiring Request Form and submit it to their Executive Officer for approval. The form is then routed to the University Budget Office who will review and forward on to Human Resources. The Human Resources Office shall ensure that the Hiring Request Form has the correct hiring range, is complete, and has an updated job description in place.

No recruitment, screenings, or interviews may be conducted until the hiring manager is contacted by Human Resources confirming the approval to recruit.

STEP 3: Posting/Advertising the Position Announcement

Once all approvals have been obtained, the Human Resources Office shall electronically post an announcement for the position to be filled internally for a minimum of five (5) business days. Internal applications must be evaluated before any external recruitment occurs. If the position has been approved for external recruitment, the minimum posting period is fifteen (15) business days following the internal recruitment period. The internal only posting may be waived and the external posting period may be longer than 15 days as established by the hiring manager and the Human Resources Director.

All postings will contain the University's statement regarding Equal Employment Opportunity and include a statement that unless otherwise provided by law, a criminal record will not automatically disqualify an individual from employment.

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 obtaining a qualified and diversified applicant selection.

During the five-day internal posting period or, if externally recruited, during the fifteen-day (or longer) external posting period, no interviews will be conducted nor will a job offer be extended to any candidate, although applications 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.

On rare occasion, such as department reorganization, the Director of Human Resources may waive the posting requirement after consultation with the department's Executive Officer.

STEP 4: Application Process

Information about how to apply will be included in the job advertisement. Applicants will typically be required to submit materials electronically and will receive an acknowledgment of receipt and further instructions as warranted.

All applicants without resume or CV must complete a University Application for Employment.

All candidates who submit a resume or CV shall be required to complete an abbreviated Application for Employment.

STEP 5: Screening/Interview Process

Full time vacancies

Departments shall create a search committee of no fewer than three current employees, one of whom may be from a department outside the hiring department. The hiring manager, who is responsible for selecting the committee membership, and who may or may not be a part of this committee, will contact the Human Resources Office so that a representative can be sent to orient the committee to the SBU hiring process and to review interview questions and process.

It is anticipated that once authorized to begin selection, the search committee will narrow down the applicant pool to approximately three candidates for in-person interview. The search committee is strongly encouraged to consider phone interviews as an additional screening tool if initial application review proves difficult. Again, all questions asked of applicants at each stage must first be reviewed and approved by the Human Resources Office.

Internal Applicants, Colleagues or Alumni of St. Bonaventure University

While the search committee needs to review all internal applications first, internal applicants are not guaranteed an actual interview.

If the committee gets a referral application from a colleague or alumni both the applicant and the person doing the referring should receive an acknowledgment of receipt from the hiring manager.

Part time or temporary vacancies

The hiring manager shall contact the Human Resources office for assistance in recruiting these positions. The hiring manager may singly screen applications and arrange interviews for the applicants that best meet the position's requirements. The hiring manager shall provide a list of questions to the Human Resources Office in advance of any interviews so that the questions can be scanned for legal compliance.

Concerns or questions should always be referred to the Human Resources Director.

Following an in-person interview, the hiring manager will provide each applicant a background check authorization form to be completed and returned to the Human Resources Office.

Special note: Temporary hires are temporary. Under no circumstances may a temporary employee be moved into a regular full or part time job without a recruitment or search.

STEP 6: Background and Reference Check

Reference checks shall be performed as due diligence when a single finalist has been identified. In rare cases, reference checks may be made on multiple finalists if and only if other selection criteria have not identified a clear, desired candidate. A minimum of three references as provided by the candidate should be contacted including at least one former supervisor.

Search committees should prepare a list of questions to ask references, first vetting these questions with the Human Resources Director. Hiring managers and committees are reminded that references are under no obligation to answer reference questions and may actually have their own internal policies that do not allow the answering of reference questions. This should not reflect negatively on the candidate.

The hiring manager must notify finalist(s) that their references are being checked.

Concerns or questions regarding the background/reference process should be referred to the Human Resources Director.

At no time should the hiring manager or committee chair share information they gathered with the candidate or anyone outside the selection process.

Once references have been checked, the hiring manager or committee chair will notify Human Resources of the desired candidate in order to process the official background check from the form received during the in-person interview process.

While contact with the desired candidate should be made to ensure ongoing interest, no offers of employment are permitted before the background check is completed.

It is important to note that background check processing time can take 4-7 days. Background checks for international candidates can take up to 6 weeks.

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.

Hiring managers will be notified as soon as a successful background check report has been received so that an offer can be made.

STEP 7: The Employment Offer Process

Before contacting the desired candidate, the hiring manager should review the approved hiring range. In some cases, the range may have been reduced or eliminated due to budget constraints. All employment and salary offers made by the hiring manager shall start with the base of the approved salary range. Negotiation may occur incrementally based on additional experience or education but the final agreed-upon salary shall fall within the compensation hiring range established by Human Resources at the start of recruitment.

If the successful candidate is a current employee and the position is at a higher grade level than the employee's current position, the new salary offered shall not exceed 105% of their current annual salary or the base of the salary range for the new position, whichever is greater. If the position is a lateral move for a current employee, no pay increase will be authorized. Any desired exceptions to this negotiation process must be approved by the Human Resources Director.

Under no circumstances are hiring managers permitted to offer additional benefits or perquisites ("perks") outside the established benefits enjoyed by all University employees. Should special circumstances exist, or if the candidate has experience or education far exceeding the minimum qualifications for the position, possible offers outside the normal range may be considered with the approval of the Human Resources Director, the University Budget Director, and the Executive Officer.

Once a tentative agreement has been made with the candidate of choice and any exceptions approved as indicated above, the hiring manager will complete a Personnel Action Request form and begin the approval routing as indicated on the form. Candidates must be informed by the hiring manager that no offer of employment is final until all approvals have been obtained. The hiring manager will be notified by the Human Resources Office when this occurs. The hiring manager will then contact the successful candidate with the final offer and set an employment start date.

All new hires shall begin their new position with the University on the first Monday of a new pay week unless an alternative date is approved through Human Resources. The hiring supervisor must also ensure that the new hire contacts the Payroll Office within three days of beginning employment to complete required paperwork. Federal law prohibits employing or paying individuals who have not completed mandatory paperwork showing their eligibility for employment in the US. A benefit review session will be provided to the employee by the Human Resources Office prior to their benefits eligibility date.

All candidates who were interviewed in person but were not chosen for the position shall receive communication from the hiring manager alerting them to the outcome of their interview and thanking them for their interest.

STEP 8: Wrap Up and Materials Preservation

Once an offer has been accepted, all paper and electronic application materials generated by the search committee and/or hiring manager, including notes used in the selection process, must be returned to the Human Resources Office for storage and preservation for a minimum of three years. Electronic application materials will be archived by the Human Resources Office in cooperation with the Information Technology department.

ST. BONAVENTURE UNIVERSITY POLICY REVIEW FORM

(Development/Amendment Process)

Policy: Staff Recruitment Policy and Procedures

Division initiating development or amendment: Human Resources

Individual(s)/Title(s) responsible for development or amending: HR Director

Does this policy replace an existing policy? YES NO

If yes, please give name of existing policy & date of last revision: Recruitment Policy & Procedures
January 2014

Related policies: none

Other departments/divisions affected by policy: all

Date originally presented to Cabinet: March 20, 2017

I. Review Status

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Returned, under advisement for re-write | Date: Click here to enter text. |
| <input type="checkbox"/> Returned to Cabinet | Date: Click here to enter text. |
| <input type="checkbox"/> Sent for legal review | Date: Click here to enter text. |
| <input checked="" type="checkbox"/> Approved by Cabinet | Date: March 20, 2017 |

II. Policy sent for advisory review to*:

*Must be returned, with acknowledgement, to the Cabinet within ten working days after receiving the original policy

	<u>Date Sent:</u>	<u>Date Returned:</u>	<u>Comments Attached:</u>
Board of Trustees	Click here to enter a date.	Click here to enter a date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Faculty Senate	Click here to enter a date.	Click here to enter a date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hourly Affairs	Click here to enter a date.	Click here to enter a date.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Government	Click here to enter a date.	Click here to enter a date.	<input type="checkbox"/> Yes <input type="checkbox"/> No

III. Final Approval



(President)

Date: 4/27/17

Attach the final copy of the Policy, with amended text highlighted in yellow (if applicable), to this form

Approved policy posted to the Governing Doc. Website Date: Click here to enter a date.