

Personnel Request New and Vacant positions

It is important to have a clear and coordinated process for deciding whether to fill open positions and approve any request for new positions. Therefore, the following steps are required:

To facilitate fair comparison, across all areas, a standard operating procedure of gathering information will be coordinated by the Vice President of Human Resources. **All** requests to fill vacant positions or start recruiting for a new position must go to Human Resources (HR) prior to any personnel recruitment. Any new or unbudgeted position will need to have been presented to the Leadership Team prior personnel recruitment.

Request to fill recruit for a budgeted vacant position:

1. Complete the *Request to Hire Form* (available from HR and on HR web site). Job description must be attached.
2. Once the request to fill budgeted vacant position is approved HR will notify the requesting area and the recruiting process can begin. Recruiting **should not** begin prior to hiring approval has been granted.
3. The VP Human Resources (or HR designee) makes all employment offers to the selected candidate (staff, support staff, administrators and coaches) other than faculty. The Provost (or Provost designee) makes employment offers to faculty candidates (Arts/Sciences, Pharmacy, PA, OT). All offer letters are written by either the Provost or VP Human Resources.

Request for a new position:

Complete *Request to Hire Form* (available from HR and on HR web site).

1. Attach a current job description to request to hire form.
2. The Controller will be given notification of any new unbudgeted positions.
3. Present request (without salary information) to the Budget LT Budget Committee for discussion.
4. Once the request to fill vacant position is approved HR will notify the requesting area and the recruiting process can begin. Recruiting **should not** begin prior to hiring approval has been granted.

Recruitment process (coordinate with HR office):

1. Once the request has been approved the designated recruitment chair may:
 - a. Send recruitment ad to HR for approval (to ensure required EEO language is on ad)
 - b. Place approved ad in publications, on line etc. HR will be responsible for getting ad on the College's web site.
2. Review applications and make selection for on campus interviews
3. Candidates must have a scheduled time with HR during an on campus interview
 - a. Search chairs should not discuss salary or benefits with candidates
 - b. HR to conduct background checks
4. Make recommendations to the VP of recruiting area.
 - a. VP contacts HR to make offer of employment.

Employment offers:

The VP Human Resources (or HR designee) is responsible for offering employment to selected candidates (staff, support staff, administrators and coaches) other than faculty. The Provost (or Provost designee) is responsible for offering employment to selected faculty candidates (Arts/Sciences, Pharmacy, PA, OT). All offer letters are written by either the Provost or VP Human Resources.

Note:

All new hires will begin no later than the 20th of each month (no hires between the 21st and last day of month). No hires should be made in November and December due to the college's holiday schedule.

Hiring Form

Section A: Position and Budget Control

Position Title: _____

New Vacant (becoming vacant) Anticipated hire date: _____ (cannot be after the 20th of a month)

Current fiscal year salary budget \$ _____ Desired salary budget \$ _____

Current fiscal year benefit budget \$ _____ Desired benefit \$ _____

Full Account String: Fund _____ Org _____ Account _____ Program _____

Position number _____ Full time Part time

Exempt Non-exempt Tenure track Temporary (include dates; Beginning _____ Ending _____)

Full Benefits Statutory Only

Job Description Attached: Yes No Job description must be submitted prior to any position recruitment.

Officer Requesting Position: _____ **Date Signed** _____

Brief narrative addressing the need to add a new position. This description will be submitted to the LT Budget Committee for review.

VACATION POSITION

Request and supporting documents to fill vacant position are attached and have been reviewed by Human Resources. Request was submitted to Leadership Team for discussion on _____.

Position recruitment approved Position recruitment rejected

VP of Human Resources/Title IX

Date

President

Date

NEW POSITION

Request and supporting documents to recruit for a new position are attached and have been reviewed by Human Resources. Request. Submitted to Leadership Team for discussion on _____.

New position approved (Controller given hiring notice on _____) New position rejected

VP of Human Resources/Title IX

Date Signed

President

Date Signed

VP for Finance and Administration

Date Signed