

Policy Number: 02.022

Policy Title: Recruiting and Hiring Procedures

Policy Type: Employee Handbook

Governing Body: Senior Leadership Team

Date of Current Revision or Creation: September 2014

Recruiting and Hiring Procedures

Vacancy

The Office of Human Resources will maintain a pool of completed job applications to assist Supervisors in identifying qualified job applicants and will coordinate the overall hiring process. While responsibility for selecting a candidate to fill a position vacancy rests with the respective Supervisor, no vacancy may be announced, advertised, offered or filled without the advance approval of the Chief Human Resources Officer.

When a position vacancy occurs, the appropriate Supervisor must contact the Office of Human Resources for approval to fill the vacancy. If such approval is secured, the Supervisor must submit an updated position description listing the major responsibilities of the position and the related qualifications desired in the successful candidate.

Recruiting

Upon approval of the position description, the Chief Human Resources Officer will determine the job classification and starting wage of the position vacancy and issue a "Position Vacancy Notice." The notice will typically include the position title, employment status, budgeted hours, classification, wage, and an abbreviated version of the responsibilities and qualifications contained in the position description. The notice will be posted to the Antioch College website at www.antiochcollege.org/about/employment

At the discretion of the hiring Supervisor, classified advertising and other community contacts may be utilized in locating qualified applicants, especially for senior positions in which Supervisory responsibilities or high technical skill levels are being sought or in the interests of diversity.

Application Review

Individuals interested in employment at Antioch College should complete and submit required materials to the Office of Human Resources preferably by email. After being on file for six (6) months, an application will no longer be considered.

The hiring Supervisor will review employment applications with or without the support of a search committee and normally select several applicants for telephone or personal interviews. Typically, the hiring Supervisor will seek the support of a search committee for positions in which Supervisory or high levels of technical skill or experience are required.

Internal Applications

When a vacancy is posted, current employees who want to be considered for promotion/transfer to the posted position should also complete and submit the same required materials as other candidates to the Office of Human Resources. The hiring Supervisor may elect to interview the internal candidate(s) without considering any external candidates for the position. If the hiring Supervisor determines that an internal candidate is qualified for the position, he/she may request that the internal candidate be promoted/transferred to fill the position vacancy. Of course, the hiring Supervisor may always elect to interview external candidates regardless of the qualification levels of internal candidates.

There is no requirement that internal applicants must be interviewed.

Promotion is defined as movement from a position with a given classification level to another position with a higher classification level. Transfer is defined as movement from a position with a given classification level to another position with an equal or lower classification level. If an employee is promoted or transfers to a position in another classification level, the employee's wage rate may increase or decrease. Employees are encouraged to notify their Supervisor when applying for a promotion or transfer. Employees are required to notify their respective Supervisor when interviewed for a promotion or transfer. Normally, an individual must have been in his/her current position for at least six (6) months in order to be considered for promotion/transfer. The Chief Human Resources Officer must approve all promotions and transfers in advance.

Appointments

In selecting the candidate best suited to fill a position vacancy, the hiring Supervisor should keep in mind Antioch College's commitment to affirmative action/equal opportunity employment, to the promotion of current employees, as well as desired job-related qualifications.

Once the hiring Supervisor has selected the candidate that he/she wishes to hire, a formal request must be submitted to the Office of Human Resources for approval. Only after receiving approval, may the hiring Supervisor contact the successful candidate and offer him/her the position. If the candidate accepts the offer, the Office of Human Resources will issue the necessary payroll forms. Hiring Supervisors will contact all interviewed candidates. The Office of Human Resources will inform unsuccessful and non-interviewed applicants that the position has been filled.

Accurate and complete records should be kept throughout the hiring process and forwarded by the hiring Supervisor to the Office of Human Resources once a hiring decision has been made. Even though some of the steps may be informal, accurate documentation of what was done is essential to demonstrate the fairness and good faith of the recruiting and hiring efforts.

Records on file should include the following:

- Position Description
- Position Posting
- Copies of letters sent and notes of phone calls made
- Interview notes and recommendations of others regarding the candidates' qualifications
- Copies of the employment applications of candidates interviewed