



DONNELLY
COLLEGE
EST. 1949

Campus Hiring Policies

Review Date: May 24, 2021

Approved by: Administrative Council

Responsible Official: Office of Human Resources

Policy Statement

I. Introduction

- Appointments to all positions at the College are made on the authority of the President exercised directly or by delegation.

II. Authorization to Hire

- The Office of Business Affairs/Human Resources is responsible for recruitment for exempt and non-exempt positions. The Office of Human Resources is to be informed of position vacancies. If not already on file, a current position description which identifies the essential functions of the job must accompany the request to recruit.

III. Recruitment

- Upon receipt of the authorization to hire and the job description from the department supervisor, all vacant positions will be advertised by the Office of Human Resources, on campus for at least five working days before it is posted externally. No one currently employed may transfer without advertisement of the position. *The Office of Human Resources must notify the Community of the posting with an attached job description.* After the 5-day internal posting period, positions must be posted to a minimum of three external locations, such as Indeed, Nonprofit Connect, Donnelly's website, The Leaven)
- All resumes, CVs, cover letters and transcripts must be sent to The Office of Human Resources before being forwarded to the department supervisor.
- During this five-day period, only internal candidates already employed by the college may apply for the posted position.
- Requests for external advertisement of a position must be coordinated through the Office of Human Resources and Marketing.
- Supervisors should not approach employees reporting to other supervisors as potential applicants for vacant positions but should seek an indication of possible interest through the Office of Human Resources.

IV. Qualifications

- To be considered for employment in a regular full-time position, an applicant must be seventeen years of age or older. To be considered for temporary or regular part-time employment, an applicant must be at least sixteen years of age.

- An employee returning from extended leave for medical reasons including leave for purposes of childbirth, FMLA, or military leave including National Guard or Reserve duty, and who is eligible for re-employment will be returned, if possible, to the position previously held or to a comparable position.
- A relative of an employee of the College will be considered for employment, transfer or promotion under the policies and procedures ordinarily applicable, except those members of the immediate family may not be assigned to a position in which one would have direct or indirect administrative or supervisory responsibility for the other or be able to influence the terms or conditions of the other person's employment. "Immediate family" is defined as a spouse, child, including adopted and stepchild, parent, parent-in-law, sibling, or legal guardian, and is applicable to all regular or temporary, full-time, and part-time employees.
- All employees are expected to support the College's mission as a Catholic College, including the College's commitment to the teachings of the Catholic Church. All terms and conditions of employment and all associated benefits are subject to and interpreted in accordance with the teachings and practices that the College adopts in accordance with its mission as a Catholic College.

V. Selection

- Each applicant must complete a background check.
- The department supervisor must notify the Office of Human Resources of the interview committee selected for each position. Each committee must have a minimum of three members: a representative from the hiring department (other than the supervisor), a faculty member and the hiring supervisor.
- The department supervisor is responsible for the selection of the preferred applications in accordance with established qualifications and criteria of the position.
- The hiring committee will establish specific criteria for hire and the hiring Supervisor will create a hiring rubric for each position. Committee members will recommend final candidates to move forward to the President based on rubric results.
- The hiring committee must submit all CVs, resumes, cover letters and official transcripts to the Office of Human Resources and/or the Vice President of Academic and Student Affairs.
- Academic Instructional positions must include a teaching demonstration in the interview process.
- The department supervisor must forward at least three final applicants to the President of the College who will conduct a separate interview.
- The department supervisor must submit an offer letter to the Office of Human Resources prior to notifying the chosen applicant.
- The President may hire senior staff (e.g., Vice Presidents, Compliance Officer, Associate Vice Presidents) and others who report to the President without following the recruitment or selection process set forth in this policy.
- All new hires must have an offer letter on file with the Office of Human Resources.

VI. Orientation for New Employees

- New employees receive an orientation by the Office of Human Resources during the first two weeks of employment. During the orientation, employees will be educated about the College's identity and mission as a Catholic college, will be informed that the terms and conditions of their employment are subject to and interpreted considering that identity and mission, will be familiarized with some of the College policies and be given a review of the benefits available to staff members. Further orientation will be conducted by the department supervisor.

VII. Initial Review Period

- The first three months of employment at the College are considered an initial review period. The initial review period provides the opportunity for the supervisor to provide guidance and to observe and evaluate the employee's job performance. This also applies to all current employees who have changed positions at the college. If during the initial review period performance is deemed less than satisfactory, the employee may be subject to dismissal.
- Prior to the completion of the third month of the initial review period, the new employee's supervisor must complete an Initial Review performance evaluation and submit it to the Office of Human Resources. Evaluation of the new employee's performance determines if the employee will be retained after the initial review period.
- If the recommendation by the supervisor is not to retain the employee, the supervisor must contact the Director of Human Resources and the President of the College prior to discussing employment termination with the employee. In exceptional circumstances, the probationary period may be extended for a limited period with the approval of the Director of Human Resources.
- Although an initial review period applies to an employee transferred or promoted to a new position, the employee is eligible to use leave, tuition, and other benefits without waiting for the end of the new initial review period.

**The initial review period does not change the at will relationship, an employee can be terminated/resign at any time, during or after the initial review period.*

VIII. Performance Evaluations

- All employees must have a performance evaluation of file annually. These evaluations are to be completed by the department supervisor and filed with the Office of Human Resources.