



DONNELLY COLLEGE

HIRING PROCESS

Adjuncts:

1. If an adjunct position is open, the Department Chair/Director must fill out a Request to Hire form and turn into the Vice President of Business Affairs to determine budget feasibility. In addition, the job description of this position must be emailed to the Vice President of Business Affairs.
2. VP of Business Affairs will discuss with the Dean of the College, and together they will make a decision as to approve the open position.
3. Dean of the College will notify department chair of decision on approval.
4. If approved, position will be posted on the Archdiocese website and the Donnelly website in the "adjunct pool" area.
5. The department chair is responsible for looking through older pool applications and the new applications to find a qualified candidate (s).
6. Internal candidates should always be considered first if all other factors are equal.
7. The department chair will interview all candidates.
8. Once a decision is made on who the chair would like to hire, an interview needs to be set up with the candidate and the Dean of the College. All hiring materials (resume, transcripts, cover letter, interview notes, etc.) will be given to the Dean of the College.
9. The Dean of the College will interview the candidate (s) and make a recommendation for hire.
10. The Dean of the College will secure the background check form and forward completed form to the Human Resources office.
11. Once notified of the background clearance, the Dean of the College will offer the position and execute the adjunct contract. The Dean of the College will inform the new employee that they must set up a new hire intake appointment with the Human Resources department; appropriate contact information will be shared.
12. All hiring materials will be given to the Human Resources office to be placed in the employee's personnel file. is posted and community is notified of opening.

Full time Faculty, Full time Administration and Staff, Part time Staff:

1. If an position is open, the Department or Division director must fill out a Request to Hire form (attached) and turn into the Vice President of Business Affairs to determine budget feasibility. In addition, the job description of this position must be emailed to the Vice President of Business Affairs.

2. The VP of Business Affairs will discuss with the President, and together they will make a decision as to approve the open position.
3. The Vice President of Business Affairs will notify the hiring supervisor of decision on approval.
4. If approved, the position will be posted on the Archdiocese website and the Donnelly website. An email of the open position will be sent to the community. Other job posting sites may be used as necessary to properly publicize the opening.
5. The department chair is responsible for looking through the new applications to find a qualified candidate (s).
6. Internal candidates should always be considered first if all other factors are equal.
7. An Interview Committee (minimum three members) will be established to review applications and ultimately interview all candidates.
8. When a recommendation to hire is decided the hiring manager is responsible for setting up an interview with the candidate and the President. A copy of the resume should be given to the President prior to the interview.
9. After the interview with the President, the hiring manager needs to find out his input.
10. Once a decision is made on the approval, the hiring manager will secure the background check form and forward completed form to the Human Resources office.
11. Once notified of the background clearance, the hiring manager will offer the position.
12. Upon acceptance, the hiring manager is responsible for filling out the New Employee Information Form (found on the website). This form needs to be given to the President for signature and then turned into the Human Resources Office.
13. Upon acceptance, hiring manager reminds new employee that official transcripts must be mailed to the Human Resources office.
14. All hiring materials (resume, transcripts, cover letter, interview notes, etc.) will be given to the Human Resources office for inclusion in the employee personnel file.
15. On or before the employee's first day of work, the employee must meet with the Human Resources office to fill out all new employee forms.
16. All hiring materials will be given to the Human Resources office to be placed in the employee's personnel file.

Note: The President may change/modify the process of posting/offering the position outlined in steps four through eight as deemed necessary.