



Hiring Process

Policy No. 6.1.1

Approved May 24, 2017

Human Resources, in coordination with supervisor, will be responsible for preparing and maintaining thorough position descriptions. Such position descriptions should contain the designation as to whether the position covered by the description is categorized as exempt with contract, exempt with letter of employment, or non-exempt, in addition to duty and qualification specifications. All position descriptions will be reviewed periodically to determine their continued accuracy, completeness, compliance with applicable standards of state and federal laws and relevance to the college's pay and performance evaluation systems. Each employee will be assigned to a position classification approved by the President. Positions will be filled after the Division Supervisor notifies Human Resources of the (Pending) vacancy and the President approves the request to fill the open or new position.

Advertising and Recruitment

When a position becomes vacant, it will be made known through internal communications by Human Resources. A minimum of five working days will be allowed for anyone at Donnelly to apply for a vacant position. If a vacant position is not filled internally, the job description will be posted on the Donnelly College website and external advertising as deemed appropriate by Human Resources. For recordkeeping purposes, applications are sent to Human Resources and forwarded to the hiring supervisor for consideration and scheduling interviews.

Interviewing and Selection

All interviews for vacant positions must conform to Affirmative Action and Equal Employment Opportunity policies. All interviews are to be conducted by an "Interview Committee," consisting of the hiring supervisor and at least two people from outside the department, one faculty and one staff member. Two additional members who will work in close proximity may also be selected by the hiring supervisor with no more than five in total serving on the committee. In addition, all candidates must be interviewed by Human Resources, who will explain salary, benefits, etc. It is recommended that all final candidates, required in the case of directors or above and full-time faculty, be interviewed by the President of the College.

A job offer cannot be extended until the candidate has filled out a Background Check Release form and the completed form returned to the Human Resources for processing. Results of the background check will be reviewed by Human Resources and the hiring manager will be

given the approval or denial of the candidate based upon the results.

Employment Agreements

Once a candidate is selected, the hiring manager will complete a Personnel Action Form and submit to Human Resources. Human Resources will obtain the approvals from the appropriate Vice President (if needed) and the President and prepare an offer letter.

No one other than the President of the College has the authority to enter into any legally enforceable contract with any employee or make any legally enforceable promise with such an employee, and only such legally enforceable contract or promise must be in writing and signed by both the President of the College and the employee. All such contracts are then submitted to the Human Resources for inclusion in College records and applicable employee files.

New Hire Onboarding Process

Human Resources is responsible for processing of all new hire paperwork and will schedule a time for the new employee to fill out all new hire paperwork, usually the first day of employment. The HR representative will provide the new employee information on benefits, policies, and other general college policies. New hires should be prepared to fill out all regulatory/mandatory and Donnelly College required paperwork on the first working day.

The United States government requires employers to verify the identity and employment eligibility of new employees within three days of being placed on the payroll. Therefore, in order to complete the employment process, applicants must supply documentation that can be used for this verification. Donnelly College requires that all final applicants who are to be offered employment complete the I-9 form to confirm eligibility to work.

Donnelly College requires all employees to complete VIRTUS and Title IX Training. Information regarding the training (including completion deadlines) is provided through the new hire intake process.

Orientation of New Employees

An Orientation checklist is provided to indicate steps to be taken during the first week to clarify job expectations, explain the college's organizational structure, and provide information on the history and mission of Donnelly College. The division supervisor will provide the new a systematic process for adjusting and adapting to the new job in a new environment. An email is sent by the division Vice President to the "community" to welcome the new employee, and the new employee is introduced at the next Community meeting following the hire date.