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4.2 Recruitment

Saint Mary's College of California

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4.2 Recruitment

Human Resources works collaboratively with Hiring Managers (the supervisor of the vacant position) to recruit the best qualified candidates. Human Resources is responsible for: partnering with the Hiring Manager to develop the job description and job posting, securing advertising, screening, recruitment support and assisting in travel arrangements, if needed. With support from HR, the Hiring Manager conducts a search that increases the potential for attracting highly qualified candidates from which to select the best qualified candidate who will support the College's mission in achieving the educational benefits of a diverse employee community.

The recruitment process begins when a need for a new position is identified or a vacancy occurs.

4.2.1 Identifying a Position

Managers should create a Position Source Document (PDS) (*See Human Resources website under Compensation for instructions on creating one*) when there is a new position and they should review any existing PSD to ensure the position is still the same if it is a replacement position. The Director of Faculty and Staff Recruitment & Human Resources Consultation works collaboratively with the Hiring Manager to describe the position in the most effective manner.

4.2.2 Job Evaluation and Budget Approval

If the position is new or has changed substantially, it is also evaluated to determine the correct salary grade (see section titled Job Evaluation). Based on the outcome of the job evaluation process and an assessment of similar jobs across campus, Human Resources determines the salary grade. The Assistant Vice President for Finance/Controller then confirms the salary dollars available for the position. If there are insufficient salary dollars, additional salary funding must be sought. Once the PSD is evaluated to confirm a correct grade for the position and budget approval is secured, the recruitment process can begin.

4.2.3 Developing a Recruitment Plan

The Director of Faculty and Staff Recruitment & Human Resources Consultation can assist in developing a comprehensive recruitment and selection plan to secure a successful hire. Areas of

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support include; advertising, identifying candidates through networking and referrals, social media, database mining, prescreening, interviewing, selection, and the offer process.

4.3.2 Job Requisition

Job requisitions are created in the College online recruitment system. Information that is required includes the job title; Department; Chair, Program Director, or Hiring Supervisor Name; whether it is a new position and if not; the incumbent's name; last day worked; if this is a full/or part-time appointment; budget code that the cost (salary) of the position should be charged to; whether this is a internal posting only; a complete job description, which includes: a concise summary of principal duties responsibilities and requirements of the job, and minimum qualifications of the candidates for the job; grade and salary range; and any comments that would support the request