

November 2007

## IV. RECRUITMENT AND EMPLOYMENT

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/staff-handbook>

---

### Recommended Citation

Saint Mary's College of California (2007) "IV. RECRUITMENT AND EMPLOYMENT," *Staff Handbook*: Vol. 2007 , Article 7.  
Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2007/iss1/7>

This Main Text is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Staff Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact [digitalcommons@stmarys-ca.edu](mailto:digitalcommons@stmarys-ca.edu).

## **IV. RECRUITMENT AND EMPLOYMENT**

Recruitment is one of the most important collaborative efforts that link Human Resources and the College community. For this reason the HR staff will make every effort to provide guidance, support, tools and resources that will help VP's, department heads, search committees and hiring supervisors recruit and hire the best qualified employees. In support of the College's policy of equal employment opportunity, the Director of Human Resources is responsible for reviewing and approving all proposed personnel changes (appointments, contracts, promotions or terminations), informing department heads of the College's Non-Discrimination Policy and enforcing that policy. Except as described below, the Director of Human Resources is responsible for ensuring that all job openings are announced in such a way that interested individuals have an equal opportunity to apply and be considered for vacant positions.

### **A. 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.

#### **1. Job Requisition**

The recruitment process is initiated with the completion of a Job Requisition form (Job Req) by the Hiring Manager. The form is on the HR web site as well as available in Human Resources. The Job Req requires approval signatures from: the department head, the appropriate area Vice President, Provost or Vice Provost, Controller, and VP of Finance.

#### **2. Position Description**

The Job Req with the required signatures is returned to HR with a draft job announcement or job description that describes the position's essential duties, as well as required and desired qualifications. (A tool for creating the position – the Job Template – is available on the HR Website.) The Director of Recruitment and Employee Relations, with the assistance of the HR administrative staff, works collaboratively with the Hiring Manager to describe the position in the most effective manner.

#### **3. 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 Controller then confirms the salary dollars available for the position. If there are insufficient salary dollars, additional salary funding must be sought.

#### **4. Job Posting**

The College supports employee access to promotional and developmental opportunities. For this reason all vacant positions are posted, with exceptions described below. Employees are encouraged to apply, and to let others outside the College know about open positions. With

the exceptions described below, job vacancies are posted for a minimum of five working days on the College website, either on the HR page of SMCnet (accessible to employees only), or on the College website (accessible externally and internally) , as well as on the Job Opportunity Board located outside the Human Resources Office in Filippi Hall.

#### **5. Job Posting Exceptions**

Although the general policy of the College is that all vacant positions shall be posted internally, positions need not be posted if there is a qualified Christian Brother, or a qualified individual from a limited list of exceptions (e.g. positions reporting directly to the President, certain departmental promotions approved by the Director of HR, staff returning from certain leaves of absence, and members of other religious orders exempted by the President). The determination whether or not a position is posted is made by HR in consultation with the Hiring Manager.

#### **6. Job Advertising**

Human Resources writes and places advertising on Bay Area general and targeted websites and professional journals, with an effort to reach potential qualified candidates that reflect the diversity of the student population and of the San Francisco Bay Area. If Hiring Managers or search committees desire advertising in specific venues, they should discuss this request or need with the Director of Recruitment and Employee Relations.

#### **7. Applying for a Position**

To apply for a position, interested individuals inside and outside of the College needs to submit an employment application (required) and résumé (optional) to HR, via the HR website and by the stated deadline. Note: employees of the College who apply for vacant positions are not guaranteed selection.

#### **8. Promotions and Transfers**

The Hiring Manager or department head consults with Human Resources regarding promotions or transfers. Human Resources will review salary, job grade, transfer date and related matters with the appropriate level of supervisor.

#### **9. Interviews**

It is the policy of Saint Mary's College that all qualified internal candidates for open positions will be interviewed. The Hiring Manager and Human Resources work together to determine qualified internal, and if desired, external candidates. The Hiring Manager is responsible for ensuring that appropriate interviews are conducted.

#### **10. Background Checks**

Saint Mary's College recognizes the importance of seeking to maintain a safe campus with employees who are honest, well qualified for their positions, and who do not present a risk of harm to members of the College community. For this reason, Saint Mary's College performs background checks for new hires and internal promotions. The areas covered by the background check will vary from job to job depending upon access to financial records, contact with students, etc. The candidate will provide written authorization for the background check. Candidates (includes internal as well as external candidates) can request a free copy of the background check. Candidates who decline to submit to an appropriate background check as defined by the Director of Human Resources, or who fail to provide required

information will be denied employment. Results from a background check, including those that identify issues of institutional concern in connection with the position sought by the candidate, will be reviewed by the Director of Human Resources, including but not limited to, the relevance of any conviction to the candidate's anticipated position, or in the case of a current employee, that employee's current position, plus any evidence of providing false information to the College and the candidate's response to the information obtained, before determining the appropriate outcome.

#### **11. Reference Checks**

The hiring supervisor is responsible for completing and documenting reference checks with former supervisors and others familiar with the candidate's work experience. Human Resources can provide assistance and training on checking references. Reference checks can be done before, after or concurrent with the background check.

#### **12. Final Steps before Job Offer**

Once satisfactory results from the background and reference checks have been obtained, the salary offer can be determined. The salary offer is determined by the Director of Recruitment and Employee Relations in consultation with the Hiring Manager or department head. Human Resources is responsible for ensuring that all College policies and external regulations (e.g., background checks, visa requirements, work authorization) have been observed to provide for consistent and fair treatment of candidates.

#### **13. Job Offer and Confirmation Letter**

The Hiring Manager makes the job offer. If the candidate accepts the position, the Hiring Manager notifies Human Resources of the acceptance and the new employee's start date. HR then prepares and sends a confirmation letter to the candidate summarizing the terms and conditions of employment. To be eligible to begin the employment relationship, the candidate must sign the confirmation letter and return it to Human Resources.

#### **14. Applicant Interview Data Form**

Throughout the course of the search, the Hiring Manager documents and completes the Applicant Interview Data Form. At the end of the search, the hiring supervisor sends the completed Form along with applications of persons not selected and all interview materials and notes to Human Resources.

#### **15. Notification to Candidates Not Selected**

The Hiring Manager is responsible for informing candidates interviewed but not selected that another candidate was chosen. This can be done by phone or letter and Human Resources is available for consultation on best practices and templates. Human Resources will inform applicants who were not selected for interviews.

### **B. IMMIGRATION LAW**

Saint Mary's complies with Department of Homeland Security and federal immigration laws requiring verification of the identity and legal authorization to work for all employees. As a condition of employment, within the first three (3) days of employment each new employee must complete the Employment Eligibility Form I-9 and present original documents recognized by the Department of Homeland Security establishing identity and employment eligibility to HR. Failure to submit this verification within the required period will result in

termination of employment. Former employees who are rehired must also meet this requirement if the College does not have on file their I-9 completed within the previous three years.

Prospective employees who require additional documentation prior to employment, including but not limited to any work authorizations, permits, visas or other documents, must have those required documents in place prior to beginning employment. Once employed, the employee must continue to comply with any and all conditions of those authorizations, permits, visas or other documents.

### **C. BREAKS IN SERVICE**

If an employee leaves College employment and returns to College employment within one year, all service accrual levels and benefits eligibility are restored. If re-employed after one year, the employee is treated as a new employee for all purposes, including participation in the Emeriti program, with the exception of participation in TIAA-CREF, as described below.

If the former or new employee has been previously employed by another institution of higher education for at least one year prior to being employed by Saint Mary's College, previously participated in a TIAA-CREF program at Saint Mary's or at another institution, owns TIAA or CREF contracts, and in his/her new staff position with the College is scheduled to work 1,040 hours per year, the employee is immediately eligible to participate in TIAA-CREF.