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4.4 Candidate Review

Saint Mary's College of California

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4.4 Candidate Review

4.4.1 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 the College online recruitment system via the Human Resources website and by the stated deadline. Note: employees of the College who apply for vacant positions are not guaranteed selection.

4.4.2 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.

4.4.3 Interviews

It is the policy of Saint Mary's College that all qualified internal candidates for open positions will be interviewed. Internal candidates must meet minimal qualifications and must have been employed for a minimum of 90 days at the time of the interview. Staff members are not required to notify their supervisors when submitting an application for a posted position. Once the staff member is considered a finalist for the position, his/her supervisor will be contacted prior to completion of the hiring process for a reference.

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.

4.4.3.1 Guidelines to Candidates' Campus Interview

The Human Resources recruitment budget is used for recruiting expenses for up to three candidates per position. Allowable expenses include airline ticket, transportation between airport and hotel. Rental cars are typically not covered. Meals are not covered through HR, however a department may elect to cover the meals. Please check your department for their policies on covering meals.

Section 4 – Recruitment and Employment

Search committee chairs for staff searches should contact Human Resources Recruitment at 4216 to make arrangements for candidate airline and hotel reservations. Provide HR Recruitment as much lead time as possible when scheduling a candidate's visit to the campus (at least 7-14 days). If a search committee determines to interview more than three candidates and/or if there are more than four persons included in any meal, the additional cost will be an expense to the department and the search committee chair needs to seek approval from the appropriate VP.