

PROCEDURE 2.4.7: NON-FACULTY & NON-ADMINISTRATIVE STAFF EMPLOYMENT

The supervisor notifies the budget manager of the open position. The budget manager then notifies the appropriate vice president, who shares the status of the open position with cabinet, at which time cabinet notifies Human Resources for position posting.

Human Resources

- Sends the position description and interview questions to the supervisor for revisions and/or creation.
- Posts the position on NEOGOV, once finalized and approved by a cabinet member.
- Advertises the position based on its classification on the following:
 - Collegiate job board (e.g., HigherEd)
 - Diverse job board
 - Newspapers
 - Professional websites
 - Community colleges, public colleges and universities
- Ensures the applications have all the necessary documents.
- Refers candidates who meet minimum qualification (education, skills, experience) to the hiring manager.

The hiring manager

- Selects an interview committee with HR's counsel.
- Reviews/selects candidates for an interview based on the best fit of education, skills and experience.
- Determines the interview schedule and assures all committee members are available.
- Contacts candidates to schedule the interview.
- Provides the finalized interview schedule to HR allowing for diversity training of committee members.
- Books the room(s), obtains any necessary technology, etc., required for the interview.

Human Resources

- Conducts diversity training for first-time committee members.

The hiring manager/interview committee

- Selects the candidate.
- Contacts the required number of references.

Human Resources

- Determines salary placement on salary schedule for selected candidate.

The hiring manager

- Extends an offer to the candidate subject to board approval.
- Ensures all interview documents are returned to HR.
- Creates a board item.

Human Resources

- Sends emails to the candidates not hired.

The hiring manager

- Sends HR the employment/payroll information sheet.

Human Resources

- Completes the employment paperwork.
- Submits a background check.
- Ensures employment begins on the first of the month, and is contingent upon board approval and successful background check.
- Sets orientation, including a campus tour for the first week of full-time employment.

*Original: 8/96
Reviewed: 3/19, 10/23, 6/26
Revised: 3/19, 10/23, 6/26*