

Policies and Procedures

Title

Employment Process

HR Policy No: 10.011

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Revised: May 1, 2019

Purpose

To establish effective control and responsibility for coordinating the employment process

Applicability

Administrators, Support Staff, Bargaining Unit Members

Policy

The office of human resources, in accordance with established policy, guidelines*, and applicable legislation, is responsible for controlling all activity related to the employment process including maintenance of the on-line recruiting system. This includes activities such as:

- Advising on staff recruitment and selection strategies
- Advertising/recruiting
- Testing
- Screening
- Reference Checking
- Recordkeeping
- Employment offers

The individual or department requesting personnel is responsible for the final selection of applicants referred by the office of human resources.

Responsibility

The associate vice president for human resources is responsible for overall administration of this policy.

GUIDELINES*

Personnel Requisition/Position Description

To fill a new, replacement, or temporary position, a personnel requisition form must be completed utilizing the PeopleAdmin online system. The system allows for electronic approvals by the hiring supervisor, the divisional vice president, and the associate vice president for human resources.

If the position is a new position, or the existing position has substantial changes to its content, then the hiring supervisor must complete a Position Description Questionnaire (PDQ) and submit it to the compensation analyst to be reviewed for appropriate grade assignment. The approved position description will appear on the on-line system.

Internal Position Posting

All regular exempt and non-exempt positions that become vacant, as well as any newly developed positions, are posted internally for a minimum of five (5) days on-line and on applicable bulletin boards located in areas such as Physical Plant for Physical Plant positions only. The position may remain posted until the position is filled or at the hiring supervisor's discretion. The wording of position postings is developed from the position description.

Exceptions to the Posting Requirement

- If a position is below the vice president level, an individual may be promoted into the higher position within the department/division without posting the position. The supervisor will have a discussion with the divisional vice president and the associate vice president for human resources, and if approval for the promotion is given, the promotion will be effected. If the position is at the assistant or associate vice president level, the executive vice president's approval also will be required.
- The department has undergone reorganization and wishes to reassign an existing employee to an open position.
- The department has filled a similar position within the past six months, does not underutilize women and minorities, and wishes to use the same applicant pool.
- The selected candidate is a current PC employee who meets the qualifications for the position and whose current position is being or has been eliminated.

External Position Advertising

Whether or not the position is advertised externally is discussed between the hiring supervisor and the divisional vice president, in consultation with the associate vice president for human resources or his/her designee.

The office of human resources is responsible for placing all recruitment advertising, unless otherwise agreed, in diverse publications and web sites to attract a diverse pool of qualified candidates in the most cost effective way possible. In the event advertising is requested by the hiring supervisor via a "list serve," the advertising needs to be coordinated between HR and the hiring supervisor. The hiring supervisor will be responsible for submission of the ad or will provide Human Resources with access to the site.

External Applicants

Providence College accepts only on-line applications. Therefore, only on-line applications will be considered during the recruitment process.

Internal Applicants

Providence College is committed to the professional development of its employees. Qualified employees who have been in their present positions for a period of at least twelve months may apply for an internal position opening. The employees must utilize the College's on-line application system when applying for posted positions. All applicants will be considered on the basis of qualifications and ability to perform the position responsibilities successfully. Internal candidates who are not selected will be notified either by the hiring supervisor or by a representative of human resources. Once transferred to a new position, employees will enter into a probationary period for the new position.

Response to the College Mission Statement

A response to the College Mission statement is required by finalists for positions at or above the director level. To help finalists with the response, guidelines will be provided by a representative of human resources.

Search Committee Formation and Requirements

All currently existing Cabinet level positions are required to be posted, to be recruited nationally and to have a search committee formed. If a new Cabinet position is created, the President, in his sole discretion, may choose not to engage a national search. For all other positions that are not filled under the above-noted posting exceptions, the divisional vice president and/or his/her designee will consult with the associate vice president for human resources, or his/her designee, to determine whether or not to form a search committee. At any time, the president and the executive vice president may, in their sole discretion, determine that a position requires the formulation of a search committee. If a search committee is formed, the hiring supervisor, in consultation with the director for employment/employee relations/associate director of human resources, or the associate vice president for human resources, will appoint members. If there are internal candidates for a vacant position, they will become part of the candidate search pool.

If a search committee is formed, it must be objectively and fairly conducted and comply with affirmative action guidelines and must strive to achieve established affirmative action goals. The committee will be composed of three (3) to five (5) individuals. The hiring supervisor can choose to chair or not chair the search, or choose whether or not to sit on the committee. If the supervisor chooses not to directly participate in the search committee, he/she needs to meet with the committee to describe the desired traits and experience of candidates for the position, have access to all resumes through the on-line system, and be kept informed by the search chair as the search progresses.

Once the committee has reviewed resumes, interviewed qualified candidates, and identified three (3) to five (5) finalists for the position, the search committee will invite the finalists to visit the campus for interviews with the hiring supervisor, the human resources representative, and various other individuals as requested by the hiring supervisor. The chair of the search committee shall provide a search report to the hiring supervisor and to the human resources department. The human resources representative will review the report for compliance with Equal Employment Opportunity guidelines.

Non-Search Committee Interview Process

If, after consultation with the divisional vice president and the human resources representative, the hiring supervisor does not enlist a search committee, then the hiring supervisor will review resumes utilizing the on-line system and identify candidates to be interviewed. The hiring supervisor also may request a human resources representative to screen resumes on behalf of the supervisor. The hiring supervisor may have members of the College community participate in the interview process. At a minimum, the finalists will meet with the hiring supervisor and a human resources representative. The human resources representative will assist the hiring supervisor in making arrangements for campus visits.

Costs Associated with Recruiting

The office of human resources is responsible for the charges incurred for the placement of advertising for administrative and staff positions.

If finalists require transportation to the campus for the interviews, the human resources representative and the hiring supervisor will collaborate to establish the arrangements. All reasonable efforts will be made to limit the cost of airfares and other expenses that may be incurred. To this end, the hiring supervisor and/or search chair should alert the human resources representative as early as possible about the need for travel to particularly limit the cost of airfare. The office of human resources is responsible for the charges incurred for transportation.

Reference Checks

Reference checks are a normal part of the hiring process. Once the finalist for the position has been selected, the hiring supervisor and the human resources representative will determine who will conduct the reference checks. A minimum of three references is preferred. In general, references shall reflect someone for whom the individual worked, someone who worked for the individual, and someone who was a peer in the workplace. In the case of a search committee, the Chair of the committee may request to do the reference checks.

If the final candidate is a former or current employee, the hiring supervisor must contact the Human Resources representative to make arrangements to review the information relevant to job performance in that employee's file.

Other Employee Screening Checks

All candidates for full-time, part time regular, temporary, and volunteer (if applicable) employment are subject to screening checks. The screening checks include, but are not limited to, criminal background checks, motor vehicle records, educational credentials, licensing checks, and credit checks, if applicable. The human resources representative will provide details to the finalist. **(See HR Policy 10.003: Reference and Employee Screening.)**

In addition to the above, full or part time regular employment in Physical Plant and the Office of Public Safety is contingent upon the results of a medical examination performed by an outside service. All physical

examinations are given in compliance with ADA regulations. Full-time regular employment in the Office of Public Safety also is contingent upon the results of a psychological exam.

Position Offers

All offers are contingent on the office of human resources receiving satisfactory results from the reference checks, test results, successful completion of criminal background checks, and all other screening tests as required above. Position degree requirements must be from an accredited institution. The human resources representative and the hiring supervisor will consult on the salary to be offered to the successful finalist, as well as a mutually agreeable start date. In general, the human resources representative will notify the finalist of the offer; however, the hiring supervisor may do so after consultation with the human resources representative. The verbal offer will be confirmed in writing.

Search Completion

The hiring supervisor and the human resources representative will determine who will notify applicants who are not selected for the position.

Once the search is completed, all applications and resumes of applicants not selected will be retained on PeopleAdmin for appropriate retention, i.e., a minimum of six months for support staff or twelve months for administrative searches.

Note: The search process may be amended in the appointment of qualified Dominican Friars.