

University Policy 200.01
SELECTION AND HIRING

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

Originally Issued: August 2006

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to employ highly qualified applicants who will contribute to the overall success of the University's strategic goals. The selection and hiring process will enable the University to maintain an effective and productive workforce that is critical to its mission and ongoing operations. The candidate who is selected for the position as a result of the recruitment, screening, and interviewing process will be hired to assume the duties and responsibilities of the specified position.

Statement of Purpose

This policy establishes guidelines for an efficient, consistent, and competitive selection and hiring process that promotes equal employment opportunity. The hiring of qualified candidates for all vacant positions is contingent upon the effectiveness of the recruitment, screening, and interviewing processes. It is the intent of the University to employ persons with the knowledge, skills, and abilities to perform the essential functions of the position.

Applicability

This policy is applicable to human resources professionals and hiring supervisors/managers.

PROCEDURES

It is the responsibility of supervisors to request approval to employ personnel when it becomes necessary as a result of a position vacancy due to resignation, retirement, or termination of the last incumbent, or establishment of a new position.

Requesting Approval

Supervisors must receive administrative approval from their appropriate Vice President to initiate the recruitment process. Upon approval, supervisors must contact the Office of Human Resources to discuss pertinent information related to the Career Opportunity Announcement.

The Position Recommendation Form must be completed and approved to certify that there are funds available in the budget to fill the vacant or new

position. This form is designed to request approval to initiate the recruitment process.

The Personnel Recommendation Form must be completed and approved before hiring personnel to fill any vacant or new position.

Selection for Employment

To fill positions that have been vacated or new positions that have been created, the University will utilize the recruitment and hiring process. Upon conclusion of the required steps as outlined in these procedures, candidates will be recommended to the President for employment. The President is responsible for approving all hiring recommendations for the University. Employment will be in accordance with policies, procedures, and guidelines developed and distributed by the Office of Human Resources, in conjunction with the President's Office.

Recruitment

All applications received by the deadline date or interviewing date must be included in the pool of candidates to be given consideration for the specific vacant position. All recruited positions are advertised for a minimum of five working days.

The interviewing date will be utilized for certain recruited positions. The job announcement for positions without a deadline date will state that the position will be "open until filled." The University will continue to accept applications until the candidates who have been selected for interviews by the Office of Human Resources are referred to the supervisor for employment interviews or until the interviewing process has concluded.

If the same or similar position becomes vacant within six months or less of the last recruitment date, the position will not be required to be re-advertised and qualified applicants may be selected from the initial pool of candidates.

NOTE: Due to time constraints and the need to secure short-term assistance, the recruitment process outlined above may not always be utilized for temporary assignments. For more information, see University Policy No. 200.05: Policy on Temporary Employment.

Screening of Applications

All of the applications received by the deadline date or interviewing date must be reviewed and screened. To determine which applicants will be selected for the employment interviews, the Office of Human Resources will utilize the

Candidate Screening Form to select the most qualified applicants for staff positions. The Chair or designee of the faculty search committee may utilize the Candidate Screening Form or use an alternate screening method to select the most qualified applicants for faculty positions. The screening criteria will be established based upon the qualifications identified on the Career Opportunity Announcement and will be compared to the applicants' knowledge, skills, and abilities as described on the employment application.

For specialty staff positions, the Office of Human Resources may collaborate with the hiring supervisor or chair of the search committee to provide assistance with the candidate screening process.

Interviewing Process

Interviews are a required step in the selection process. Applicants are interviewed to determine their qualifications for the recruited position. The supervisor or selection panel will develop a set of interview questions in compliance with Equal Employment Opportunity (EEO) standards. Emphasis is placed on the applicants' knowledge, skills, abilities, employment history, educational background, working experience, and training as they are related to the particular position recruited to be filled. A selection panel may be used for the interviewing and selection process.

Background Checks

References

- The hiring supervisor, human resources professional, or designee will check the references of the final candidate considered for the position with his or her current and/or former employer.

Criminal History

- The Office of Human Resources will check Criminal History Convictions on candidates selected for employment in key positions as defined by the appropriate Vice President and approved by the President. Positions identified as **SAFETY-SENSITIVE POSITIONS** will require a **FINGERPRINT-BASED CRIMINAL HISTORY** check. For more information, see University Policy No. 200.04: Policy on Background Checks: Criminal Convictions and Credit Checks.

Credit History

- The Office of Human Resources will conduct Credit History Checks on designated positions that have been identified as eligible for a credit check by the appropriate Vice President and approved by the President. For more information, see University Policy No. 200.04: Policy on Background Checks: Criminal Convictions and Credit Checks.

Motor Vehicle Record

- The Office of Human Resources will check the driving record of candidates selected for employment for positions that require the employee to drive a University owned vehicle. The information will be ascertained from the Department of Motor Vehicles to ensure that the applicant has a valid and insurable driver's license.

Domestic Violence Conviction

- Pursuant to United States Code, Title 18, Section 922(g)(9), anyone who has been convicted of a misdemeanor crime of domestic violence may not possess any firearm or ammunition. The University must ensure that information ascertained about applicants' convictions for domestic violence before they are employed in positions require or authorize carrying a firearm.

Other Employment Requirements

Application Process

- Before an applicant is eligible for employment with the University, several records must be reviewed or verified. This information is considered part of the application process and, as with information contained on the application form, if it is later discovered that an applicant falsified any information related to his or her employment, the employee may be terminated.

Employment Contract Letter

- Individuals are employed according to the provisions of the terms and conditions of the applicable University Personnel Policies and Procedures.
- Candidates selected for employment will be provided a contract letter from the President of the University.
- To expedite the hiring process, upon approval from the President's Office, an initial verbal employment offer may be extended to the candidate selected for the position by the Office of Human Resources.

