

MOUNT IDA COLLEGE RECRUITMENT POLICY

*Effective: September 1, 2017
Subject to annual review*

Responsible Office Human Resources

Policy Statement & Scope

This Policy provides the guidelines by which all staff positions will be filled. This Policy includes the steps that hiring managers should take when filling an open position in their department.

Definitions

Job Description. A job description includes the essential functions and required skills and background for a position. Job descriptions are maintained by the department and Human Resources. The job description template is attached as Exhibit A.

Job Requisition Form. The job requisition includes all information needed for HR to post the position, as well as approval to fill the position. The JRF form is attached as Exhibit B.

Policy

1. **Posting the Position.** To post a position, please submit the Job Requisition Form, as well as the Job Description to HR.
 - a. Reviewers. When sending the form along, please note who you would like to be able to review resumes in the applicant tracking system
 - b. HR will post the position using the information in the JRF and position description
 - c. All positions will be automatically posted to higherjobs.com
 - d. If you think that the position should be posted in additional job boards, please discuss with HR
2. **Review and Screening of Candidates.**
 - a. The hiring manager (and other individuals designated to have access) will review the resumes and identify candidates that they are interested in interviewing.
 - b. If they reject the candidate, an automatic message may be sent to the candidate.
 - c. If they move the candidate to the next stage in the process, HR will be notified that the candidate needs to be screened for salary.
 - d. HR will perform the salary screen and get back to the hiring manager to advise them whether the salary meets the candidate's salary expectations.
3. **Interviewing and Selection of Candidates.**
 - a. Once hiring manager has identified candidates to interview, they will schedule the interviews.

- b. HR will meet with all candidates and should be included in the interview schedule.
- c. All individuals meeting with candidates should provide feedback to the hiring manager by using an evaluation form.
- d. In consultation with HR, the hiring manager will provide a hiring recommendation.

4. Employment Offers.

- a. Hiring manager and HR will agree upon the salary, proposed start date and any additional details regarding employment.
- b. HR and Hiring Manager will decide who will conduct reference checking.
- c. HR will extend the offer of employment and send the offer letter to the candidate for review.

5. Additional Steps.

- a. Once the candidate accepts, HR will remove the position from the applicant tracking system.
- b. HR may notify all candidates who were interviewed that the position is filled.