RECRUITING AND SELECTION Policy Number: H.01.02

SCOPE

Staff and Administrators.

PURPOSE

To establish the authority and responsibility of University of St. Thomas personnel in recruiting and selecting staff and administrators; to maximize University of St. Thomas efforts and resources in selecting the best employees available.

DEFINITIONS

POLICY/PROCEDURE

When a personnel vacancy occurs, the President, in consultation with the appropriate Vice President, will decide if the position should be filled. Open positions will be advertised through normal University communication channels for a period of no less than one week. If no suitable candidate can be found within the University, the appropriate supervisor and the Associate Vice President of Administrative Services will conduct a joint recruiting and selection program outside the University to identify the most suitable individual for the position. The supervisor provides the Associate Vice President of Administrative Services with a current job description, including primary responsibilities and minimum job requirements. The Office of Human Resources advertises the job posting both internally and, if necessary, externally. The supervisor conducts job interviews and selects the most qualified applicant. For administrator's positions, the job interviews are conducted by a search committee. The Office of Human Resources or the hiring supervisor conducts reference checks on the finalist for the position.

APPROVED: **Dr. Robert Ivany** **Date:** **September 1, 2010**

Effective Date: **September 1, 2010**

Policy Area:	Recruiting
Policy Committee or Task Force:	NA
Date of Formulation:	NA
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Title of Reviewer:	AVPAS