

RECRUITING AND SELECTION

I. SCOPE

Staff and Administrators.

II. 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.

III. POLICY

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 Director of Human Resources will conduct a joint recruiting and selection program outside the University to identify the most suitable individual for the position.

IV. PROCEDURE

The supervisor provides the Director of Human Resources 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.

Upon final selection and in consultation with the appropriate Vice President and the President, the hiring supervisor or the Director of Human Resources makes a formal job offer and arranges for the candidate to begin to work.

IV FOLLOW-UP AND DOCUMENTATION

The hiring supervisor notifies all unsuccessful candidates who were called for a job interview.

Solicited applications and related material, including interview notes for all interviewed candidates, are maintained in the Human Resources Department for one year.

Unsolicited resumes are maintained in the Office of Human Resources for a period of six months.

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