Board of Trustees Policy Number: HR 9.05	Date of Adoption/Revision: 10-10-14

SUBJECT	**RECRUITMENT AND EMPLOYMENT POLICY**
AUTHORITY	Human Resources
APPLICABILITY	Faculty, Staff and Student Employees
PURPOSE	To ensure compliance with: Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin; The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination; The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older; Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments; Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government; Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee; and The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.
POLICY	This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Bennett College seeks the most qualified and suitable employees, based upon a competitive search preceding each appointment. All positions will be announced, posted, advertised, and filled as indicated in this policy. A position may be dependent on continuation of funding from a specific source and may terminate when the funding is no longer available. EXCEPTION: The President is authorized to make appointments as appropriate.

PROCEDURES	**Approval to Fill a Position** Before any positions, including faculty positions, will be filled or before any application will be accepted, the Human Resources Department must receive a completed Hire Request Form that bears the signature of the Hiring Manager, Vice President, Vice President for Business and Finance, and Human Resources Director. This approval process is intended to establish agreement among the department, area, and the business office concerning the responsibilities, classification, and salary range of the position. **Essential Job Functions** The essential functions of a position must be determined before it is opened for recruitment. They are the core/required duties of a job as opposed to the marginal responsibilities. An updated copy of the Job Description must be submitted along with the Hire Request Form. **Job Announcements/Advertising** Job announcements are available in the Human Resources Department and on the College's website. When the College desires to announce positions to wider audiences, advertisements may be placed in other media (e.g., large metropolitan daily newspapers, the *Chronicle of Higher Education*, professional journals, and other recruitment websites such as Indeed, Monster and Simply Hired). The hiring unit is responsible for the cost of advertising. **Application Procedure** *Internal Candidates* To apply for a vacant position, internal candidates should complete an internal application form along with submission of his or her resume. The Human Resources Department will review the employee's work experience and performance record at the College and may conduct a preliminary interview to determine his/her interests and qualifications. If the employee meets the qualifications for the vacant position, an interview will be scheduled with the hiring supervisor. The employee's immediate supervisor will be notified of his/her interest in exploring other opportunities at the College. If a decision is made to transfer an employee into another position, the Human Resources Department will work with the two supervisors involved to negotiate an effective transfer date that causes the least disruption in both offices. A fourteen-day transition period is standard. Any employee's interest in or pursuit of another opening at the College shall not affect his/her current position. Any employee who changes jobs more than three months after his/her last performance evaluation will have a performance assessment completed in collaboration with the sending and receiving supervisor for the next appraisal period. In either case, the receiving

supervisor is responsible for preparing and conducting the appraisal discussion.

External Candidates
External candidates should be directed to the Human Resources Department. The Human Resources Department screens and refers suitable applications for review to the relevant supervisor in the department where the vacancy exists. The supervisor selects the applicants to be interviewed and makes the necessary arrangements for the interviews to be conducted.

Application Deadlines
All open positions must specify an application deadline date. The application deadline will always be noted as follows: "must be received by 5:00 p.m. in the Human Resources Department" or "must be postmarked by [insert deadline date]."

Applicants who knowingly submit false information at any point during the employment process will be disqualified or, if hired, subsequently dismissed.

Interviewing
Interviews may not be conducted before the application deadline. However, this requirement is not applicable to emergency hires, "named in grant/contract" positions, or waivers.

Interview questions and screening criteria must be based on the required and desired qualifications for the position. All questions must be job-related and must be consistent for each interviewee. The Human Resources Department will work directly with the Hiring Department to create appropriate interview questions.

The Human Resources Department will create an Interview Packet for the Hiring Department. This Interview Packet will consist of interview process instructions, interview questions, and a list of all candidates that meet the minimum qualifications.

The Human Resources Department must notify applicants who are not recommended for hire after being interviewed. Specific job-related reasons for a non-hiring decision must be provided to human resources by the decision maker.

All Interview Packets must be returned to Human Resources within 5 business days after candidate selection occurs.

Reference/Background Checks
The Human Resources Department conducts reference checks on all selected

	applicants. Background checks are required for all new hires and internal applicants selected for specific positions.
	Offering Employment After consultation with the hiring manager, the Human Resources Department may make a verbal offer of employment. The offer must comply with the rate-of-pay and benefits guidelines of the Human Resources Department. The offer may be expressed as conditional if the candidate has not authorized the hiring official to contact his/her current supervisor. For administrative and service professional positions, an offer letter, prepared by the Human Resources Department should be sent to the candidate. It should request the candidate's written acceptance or rejection of the offer. For faculty positions, an appointment letter, prepared by the Office of the Provost should be sent to the candidate. It should request the candidate's written acceptance or rejection of the offer. **Retention of Records** The Human Resources Department must retain all records associated with employment for each position. Such records must provide documentation of a legitimate, nondiscriminatory basis for the hiring decision. The Human Resources Department will retain résumés and applications of candidates for all positions for a minimum of three years.

Replaces policy: *Date*