I. Purpose/Introduction/Rationale

The purpose of this policy is to outline the hiring procedures to be followed when filling vacancies for regular staff positions.

It is the policy of Rollins College to hire and promote individuals solely on the basis of their job related qualifications. Accordingly, the College prohibits discrimination in the hiring process on the basis of race, color, religion, disability, age, sex, sexual orientation, national origin, or veteran status.

II. Definition

This procedure applies to all exempt and non-exempt regular staff positions.

III. Procedure or Application

A. Budget Approval

1. Pre-approved Positions in the Budget
   a. When a regular vacancy occurs through separation, transfer or promotion of an incumbent in an existing position, or a new position has been approved in accordance with the guideline established in the Authorization Guidelines for Position Budget and Non-routine Appointment Transactions Policy HR7705, the supervisor will complete a Faculty/Staff Employment Request Form and forward it to the Human Resources Department.

2. Positions Not Approved in the Budget
   a. When a new position and/or increase in work hours is requested, which has not previously been approved in the budget process, the requesting supervisor will complete a Faculty/Staff Employment Request Form and forward it to the Dean/Department Head for approval and subsequent forwarding to the appropriate Vice President.
   b. Upon approval by the Dean/Department Head and the appropriate Vice President, the request will be submitted for review by the President’s Staff in accordance with the provisions of the Authorization Guidelines for Position Budget and Non-routine Appointment Transactions Policy HR7705.

B. Action by the Human Resources Department

1. Upon receipt of the approved Faculty/Staff Employment Request Form, a representative of the Human Resources Department will contact the requesting supervisor to discuss job requirements, selection criteria, job posting dates and procedures, recruitment needs/strategies, the interview process, and hiring procedures to be followed once a candidate has been selected.

2. The Human Resources Department will prepare the job announcement and post the vacancy on the College’s employment website, www.rollinsjobs.com for a minimum of five (5) working days. If a decision is made to advertise the position concurrent with the on-campus posting, the Human
Resources Department will provide assistance in the preparation and placement of the advertisement in the desired media.

3. Application materials received during the designated recruitment period will be screened by the Human Resources Department for conformance with the established qualification standards of the position. Those meeting the established qualification standards will be forwarded to the hiring supervisor for further consideration. Additional applicants who have been previously screened by Human Resources and are deemed suitable for employment in the position may be forwarded to the hiring supervisor for consideration.

4. Upon conclusion of the selection process, a representative from the Human Resources Department will confer with the hiring supervisor regarding the selection and the salary to be offered. Upon mutual agreement, a job offer may be extended to the selected candidate.

5. The Human Resource Department will confirm the offer in writing and process the requisite appointment paperwork.

C. Action by the Hiring Supervisor

1. Upon receipt of candidate application materials provided by the Human Resources Department, the hiring supervisor shall review the materials and schedule and conduct interviews with those candidates whose qualifications most closely meet the needs and requirements of the position.

2. Upon concurrence of Human Resources regarding the selection and an appropriate salary, an offer may be extended to the chosen candidate.

D. General Information

1. In cases of promotion and transfer, an appointment effective date will be established which is mutually agreeable to both the hiring supervisor and the employee's current supervisor. In no case shall an effective date be delayed beyond two (2) weeks for a non-exempt staff member and four (4) weeks for an exempt staff member, without mutual agreement of both supervisors.

2. All new employees will be expected to report to the Human Resources Department on their first day of work to complete requisite hiring paperwork, e.g. W-4, I-9, Personal Information Form, etc.. New employees will also be scheduled to attend an Orientation Program which will involve benefits enrollment.

IV. Related Policies or Applicable Publications

See also: Authorization Guidelines for Position Budget and Non-routine Appointment Transactions Policy HR7705

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A