

<b>Policy:</b> Hiring	<b>Policy No:</b> I-1.5
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 3/10/2006
<b>Last Revised Date:</b> 01/17/2019	<b>Last Approved Date:</b> 02/21/2019

I. **POLICY:** John Carroll University hiring practices provide equal opportunity for all individuals and promotes a diverse and inclusive organization consistent with the University's intent to achieve the objectives outlined in its affirmative action plan and with its Catholic, Jesuit mission and identity.

II. **PURPOSE:** To establish specific guidelines to ensure the recruitment and hiring selection practices are consistently and fairly administered to attract and identify the best qualified and talented employees available for John Carroll University to achieve its mission and promote a high-performing, diverse and inclusive workforce.

III. **SCOPE:** All staff employees of John Carroll University

IV. **DEFINITIONS:**

**Full-time position:** Any position budgeted for a standard schedule of at least thirty (30) hours per week on average over a twelve-month period. This definition includes ten-month employees paid over a period of twelve months.

**Part-time position:** Any position budgeted for less than thirty (30) hours per week on average over a twelve-month period.

**Temporary position:** Any non-reoccurring position with an ending date that is typically less than twelve months.

**Term position:** Any position that has a fixed term of employment with a beginning and an ending date of employment.

**Vacancy:** An approved newly created job opening or an approved job opening that is created as a result of a promotion, transfer, retirement, separation of employment or restructuring of positions in a department.

V. **GENERAL GUIDELINES:**

A. The University will make every effort to ensure in every phase of the recruitment and selection process that equal employment opportunity is provided to all individuals, regardless of race, color, sex, sexual

orientation, age, religion, disability, national origin, veteran's status, pregnancy and/or genetic information.

- B. Individuals are selected for employment as a result of their qualifications, skills and knowledge critical to perform the essential functions, duties and responsibilities of the job.
- C. Former employees who left the University in good standing may be considered for re-employment. For employees re-hired, eligibility for benefits parallels that of new hires.

## **VI. PROCEDURES:**

- A. An employment requisition is required to hire full-time, part-time and temporary or term staff when there is a need to fill a vacant position due to a staff member leaving the position, or for the creation of a new position. For further detail please refer to the Staff Employment Process Guide.
- B. The employment requisition is initiated by the hiring department and submitted electronically in the online employment system.
- C. The completed requisition is routed electronically for administrative approvals via the online application system.
  - 1. The hiring manager or designee completes the requisition and forwards it to the responsible department head and divisional vice president for approval.
  - 2. If the requisition is approved at the departmental and divisional levels, it will be routed to the Budget Office who will verify the availability of funds.
  - 3. After the Budget Office verifies the funds available, the requisition is then routed to the Human Resources Department for review.
  - 4. If the requisition is approved by Human Resources, it is routed to the Executive Vice President & Chief Financial Officer for final approval.
  - 5. The requisition may be denied or returned to the initiator for corrections or additional information during any step in the approval process.
- D. The Human Resources Department will post all approved positions on the employment page of the Human Resources website and with all other appropriate recruitment resources in consultation with the hiring manager.
- E. Job openings are posted for a minimum of five (5) business days, excluding Saturdays, Sundays and holidays. The following exceptions to the posting requirement must be approved by Human Resources:

1. Positions that are filled as part of a work experience, internship, externship, cooperative education program or project of limited duration requiring specialized or unique training and experience;
  2. Positions that are filled through transfer(s) necessary to support a reorganization, realignment or reduction in the size of staff that has been reviewed by Human Resources.
  3. Specific promotions or transfers that do not significantly alter the responsibilities and scope of the position.
- F. All internal and external applicants must apply through the University's on-line application system.
- G. Applications not submitted within the posting period may be accepted by Human Resources but do not need to be considered.
- H. Internal applicants are encouraged to explore career development opportunities at the University and are responsible for monitoring employment opportunities as they are posted.
- I. Current employees are eligible to apply for any position for which they meet the existing minimum required qualifications. Internal candidates are encouraged to notify their supervisor when they apply for another position and are required to do so if they are selected to interview for the position.
- J. Staff members must serve in their current role for a minimum of one full year prior to applying for another position. The following employees are ineligible to apply for posted positions:
1. Employees who have not completed one full year of service in their current job at John Carroll University at the time of the initial date of the posting;
  2. Employees who received an overall "needs improvement" on their annual performance evaluation within one year of the initial date of the posting;
  3. Employees who received a final written warning or have been suspended during the twelve months preceding the initial date of the posting; and
  4. Employees who have been placed on a Performance Improvement Plan at the time of the posting or who have not successfully completed a Performance Improvement Plan during the twelve months preceding the initial date of the posting.
- K. To be eligible to apply for a posted position, all applicants must meet the minimum hiring requirements for the position.
- L. References must be checked prior to making a verbal or written offer of employment. Internet or social media searches should not be conducted on any applicant without consultation with Human Resources.

- M. An internet or social media background search of a candidate may be conducted by Human Resources at the request of the department. This search can be done as part of the regular background check process performed by Human Resources on a consistent basis in a particular search.
1. The purpose of the search is to determine whether internet or social media information exists to indicate that a candidate has violated the law, has acted in a manner that would violate University policy, or that indicates an inability to otherwise support the mission, vision and/or values of the University.
  2. Typically, any such search should be based on publicly available information. Candidates generally will not be asked to provide the University with access to information that is not publicly available (i.e. requests to friend or connect with the candidate; requesting passwords or log-in information), unless access to non-public information is necessary to assess a candidate's skills when social media or the internet use is an essential function of the position being sought by the candidate.
  3. Search results presented by Human Resources to a hiring department should not include information that could be used in a discriminatory manner, such as information related to the candidate's race, age, disability, sex, or other protected classes.
- N. All employment offers made will be conditional upon successful completion of a criminal background check.
1. Human Resources will obtain authorization from the candidate to conduct a criminal background check.
  2. Human Resources, in consultation with the hiring manager, will determine whether any information on the criminal background check would preclude the candidate from being employed with the University. Determinations will be made on a case-by-case basis depending on the results of the check, the nature of the position, and the particular circumstances involved.
  3. Additional criminal background checks may be performed throughout employment, as warranted.
  4. If the candidate has been convicted of a crime of violence, then an offer of employment will not normally be made. If the conviction is for reasons other than a crime of violence, the candidate may be considered for employment, but only if the position is unrelated to the nature of the crime, **and** only if the candidate's demonstrated qualifications outweigh that of other candidates. However, if the record indicates a pattern of repeated criminal violations, then this

will be treated as an indication of poor judgment or lack of behavioral control. Therefore, the candidate will not be hired in such instances.

5. Subsequent to being hired, if an employee is convicted of a misdemeanor or felony while employed, the employee is required to discuss this with the hiring manager and Human Resources. Continued employment is dependent on the nature of the conviction as it relates to the employee's responsibilities.
  6. Human Resources will coordinate the appropriate notices to candidates concerning any adverse action to be taken as a result of a background check.
- O. Candidates for staff positions may be required to successfully complete other pre-employment screenings (i.e. credit checks, drug screens, fitness-for-duty exams, etc.) as required by the position and determined by the Human Resources Department to be eligible for employment.
- P. Human Resources may request or obtain information concerning educational, licensure, or other credential confirmation, additional information or other documentation from any candidate as part of the hiring process.
- Q. The Human Resources Department will determine the final rate or salary in consultation with the hiring manager for all staff candidates as determined by conducting a market analysis of the position and examining internal equity.
1. The final rate will be communicated by the Human Resources Representative to the hiring manager.
  2. The Executive Vice President & Chief Financial Officer must review and approve any recommended rate that exceeds the market analysis for the position.
- R. All job offers for staff employees will be extended by the Human Resources Department in writing.
- S. All hiring supervisors and those involved as decision-makers in the hiring process (including members of a search committee) must retain all employment applications, application materials, and all written documentation and notes regarding the interviewing and selection process for at least one (1) year from the later of the date the record is created or the hiring decision is made.
- T. All newly hired staff employees must successfully complete a 90-calendar day probationary evaluation period.
- U. Any staff employee who successfully applies or transfers to a new position must successfully complete a 90-calendar day probationary evaluation period.

## **VII. CROSS REFERENCES:**

- A. Employment at Will Policy
- B. Employment of Relatives Policy
- C. Employment Verification Policy
- D. Outside Employment and Activities Policy
- E. Performance Evaluations Policy
- F. Transfers and Promotions Policy
- G. Affirmative Active Plan
- H. Staff Employment Process Guide