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- **July 2014**
- **December 2019**
- **March 2022**

DEFINITIONS

- **Replacement/Backfill** – A position that is in the current fiscal year budget that has been left vacant either by termination or resignation (individual being replaced can and must be identified). New hires filling replacement/backfill positions must have a beginning salary that is within budgeted amounts. If an individual will be filling a vacant position with a higher salary than budgeted, a new position must be requested.
- **New position** – A position that has never been filled or a vacant position that has remained unfilled for an entire fiscal year are considered new positions. Such positions must requested during the budget planning process, approved by the President, and included in the following fiscal year budget.
- **Unbudgeted position** – A position that was not requested during the budget planning process and was not included in the fiscal year budget; however, for the efficient operations of the University, such position has become necessary. Unbudgeted positions must be approved by the President and a plan submitted outlining options to fund the requested unbudgeted position.
- **Standardized Interview Questions** – Set of questions required to be used for each interviewee. Answers must be recorded and submitted to Human Resources.
- **Job Specific Interview Questions** – Set of questions that relate to a position that will be asked to each interviewee. Answers must be recorded and submitted to Human Resources.

HIRING PROCEDURES

The Request to Post Job Vacancy form must be completed and approved prior to

posting the position in any venue. Although it is appropriate to post vacancies in other venues, all position openings must be posted on the Bethel University website. Requests for new hires that have not been posted on the Bethel University website will be denied.

REQUEST TO POST PROCEDURES

- The Department Manager should prepare, approve, and forward the Request to Post Job Vacancy form, along with the job description (in Word format) to his/her Vice President for approval. A copy of the Request to Post Job Vacancy form should be forwarded to the Director of Human Resources. Any job specific questions should also be submitted with the Request to Post Job Vacancy.
- The Vice President will either approve the posting and forward to the CFO and Director of Financial Affairs or deny the request and notify the Department Manager.
- The CFO or Director of Financial Affairs will either approve the posting and forward to the President for approval or notify the President that the request is not within the current fiscal year budget.
- The President will either deny the position and notify the CFO or Director of Financial Affairs or approve the position and forward to the Director of Human Resources to post.
- If the position is approved, all individuals listed as requiring access to the resumes will receive notification when the job posts on the Bethel University website. They will also be provided the approved Standardized Interview Questions for the position. Additionally, the Vice President is authorized to post in other venues if deemed appropriate.

INTERVIEW PROCESS

- The hiring department is responsible for scheduling all interviews and copying Human Resources on the schedule. In addition, the hiring department must send all applicants selected for interviews an application to complete and return prior to the interview.
- Applicants must submit a minimum of five professional references to include names, titles, and email addresses.

- The hiring department/interviewer will record all responses to the standardized interview questions and job specific questions that are asked. Please note you should never write on the resume or application.
- All responses to the standardized interview questions, job specific interview questions (if applicable), and application must be submitted to Human Resources.

REFERENCE CHECKS

- When an applicant is selected, the hiring department must request Human Resources to complete the reference check.
- Human Resources will check references and when three (3) qualified references are received, the references will be added to the resume folder of the applicant and the hiring manager will be notified that the references are complete and available to review.

Once a candidate has been selected by the Department the Request for Approval to Hire must be completed.

APPROVAL TO HIRE PROCEDURES

- The Department Manager should complete and forward the Request for Approval to Hire form to the Vice President.
- The Vice President will either approve the request and forward to the CFO, Director of Financial Affairs, and Human Resources or deny the request and notify the department manager.
- As long as the salary request is within the ranges as set forth on the Request to Post Job Vacancy form, the CFO or Director of Financial Affairs will approve the request and forward to the President for approval. The CFO or Director of Financial Affairs will notify the President of any deviations in salary requests.
- The President will either deny the request and notify the CFO or Director of Financial Affairs, or approve the request and forward to the Director of Human Resources.
- The Director of Human Resources will assign the employee classification and notify the Department Manager and Vice President that the position has been

approved, the effective start date, and the classification of the position.

Once the approval has been received from the Human Resources Office, the appropriate person may extend the offer of employment, contingent upon the satisfactory completion of the required background check. This individual must notify the Human Resources Office if the candidate declines the offer or if the start date is changed. In the case of faculty hires, a curriculum vitae and complete transcripts must be provided to the University Registrar prior to issuance of a contract to the individual.

ONBOARDING NEW HIRE PROCESS

After the offer has been extended and the Human Resource Office has been notified of acceptance, denial, or change in start date, the Department Manager should proceed with onboarding requirements:

Immediately

- Submit the New Employee IT Form
- Create Training Plan (min. of 2 weeks required)
- Communicate 1st Day instruction to the new hire

1st Day

- Follow the New Employee Onboarding Checklist

30 Day

- Conduct 30-day Eval and submit to the Human Resource Office
- Submit New Employee Onboarding Checklist with Training Plan to the Human Resource Office and copy T&D (training@bethelu.edu)

RESPONSIBLE PARTIES

Department managers, Vice Presidents of the Colleges, the Director of Human Resources, the CFO, and the President will be responsible for implementation and enforcement. Any violations shall be reported to the CFO, Director of Financial Affairs, and the President.

PUBLICATION

This policy is published on the University's website.

RELATED DOCUMENTS

- Request to Post Job Vacancy
- Request for Approval to Hire
- Standardized Interview Questions
- Standardized Interview Questions – Part time
- Standardized Interview Questions – Faculty
- Standardized Interview Questions – Lifeguard
- New Employee IT Form
- New Employee Onboarding Checklist