

# VERMONT TECH

## Manual of Policy and Procedures

<i>Title:</i>  <b>Employment vacancies and job postings</b>	<i>Number:</i> <b>T 201</b>	<i>Page(s):</i> <b>2</b>
	<i>Date:</i> <b>July 2009</b>	

### PURPOSE

To create a process to expedite the hiring of new employees for new or existing vacant positions.

### STATEMENT OF POLICY & PROCEDURES

#### Authorization to Hire/Recruitment

The hiring manager will discuss the need to hire with the appropriate Cabinet-level officer and Human Resources. If the duties and responsibilities of the vacant position will remain unchanged, the hiring manager will complete the Position Authorization form, obtain the required signatures and account numbers and submit to Human Resources.

Information provided on the Position Authorization form should include classification designations, instructions for recruitment and ad placement as well as a copy of the job description. Incomplete Authorization forms will be returned to the hiring manager for completion. Completed Authorization forms will be submitted to the President for approval.

Once approved, Human Resources will internally post the position announcements in compliance with the process outlined in the staff and faculty bargaining agreements and the VSC Personnel Handbook for Non-Bargaining Unit employees. The position announcement will also be listed on the Vermont Technical College employment web site.

Human Resources will conduct external recruitment (print media, professional journals, professional web sites, etc.) for both staff and faculty positions.

Human Resources will acknowledge receipt of all employment applications, open a search file and forward all employment application materials to the Search Committee. HR will also provide the Committee with a copy of the applicable statement of benefits.

#### Interviewing

Once the position announcement has been posted, the hiring manager will form a search committee and set the first meeting date. The search committee should reflect a representative

and appropriate cross section of the College community. Search Committee members must disclose any potential conflicts of interest with candidates for the position.

The composition of the search committee and proposed interview questions should be submitted to the President or his/her designee for review and approval.

The first meeting of the Search Committee should include the following:

1. Overview of the interview guidelines by the Human Resources Director.
2. Review of job description; identify primary job duties.
3. Review interview format and develop interview questions.
4. Screen applications/resumes; select candidates to be interviewed.
5. Establish interview schedule.

The Search Committee will contact candidates to be interviewed, schedule interviews and provide copies of employment applications to members of the Search Committee. Once interviews are complete and the top candidate(s) are selected, references will be checked by the Search Committee, or, if requested, by Human Resources.

### **The Employment Offer**

The hiring manager will consult with Human Resources after a candidate has been selected and then make an offer of employment. Whoever makes the offer of employment will also contact those candidates who were interviewed but not selected to let them know that the position has been filled and the search is closed. All search materials including interview notes will be returned to Human Resources who will notify in writing those candidates who were not interviewed and close out the search.

If the offer of employment is accepted, the hiring manager will complete and submit a Contract Request form for approval by the President. Once approved, Human Resources will send the new employee a letter of appointment. Accompanying the appointment letter will be a job description, information on criminal background checks (if applicable) and a New Employee Transmittal form.

An employee may not begin employment until a fully executed letter of appointment is returned to Human Resources.

### **POLICY MODIFICATION HISTORY**

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
  - a) April 1989
  - b) August 2005
  - c) July 2009

Signed By:  Patricia Moulton President
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