

## Staff Hiring Policy and Procedures

### Hope College Hiring Philosophy

Within the context and framework of the published mission of Hope College, we continue to seek to employ the best-qualified personnel in all areas of our operation. This philosophy is currently adhered to and will continue to serve as the basic guideline for all hiring practices. Initial employment, employee compensation, training/development and subsequent promotion opportunities are extended to all persons regardless of race, color, national and ethnic origin, sex, age, or handicap. The College will diligently seek qualified minority persons to fill job openings and thus expand the multicultural presence of our campus.

### General Recruitment and Hiring-Procedures

The College will engage in an open recruitment process for filling new positions and locating replacement personnel. Our recruitment and hiring practices will advance our goal of building a work force of persons committed to the mission of the College.

To facilitate the efficient recruitment of candidates, the following guidelines should be followed:

1. A "Personnel Requisition Form" will be completed and the necessary authorizations will be secured prior to the search.
2. A written notice (posting) of the position will be posted on the Human Resources web site.
3. Appropriate outside advertising, if necessary, will be coordinated by the Human Resources Office.
4. The hiring department will conduct campus interviews and special effort should be made to consider minority candidates.
5. Reference and background checks will be conducted on final candidates whom are being considered for a position with the College.
6. The oral offer of employment by the hiring department should be followed up by a written confirmation. The offer is not official until it is given in writing.
7. Rejected candidates will be promptly contacted and the communication process should be coordinated with the Human Resources Office.
8. The hiring supervisor will complete a "Status Form" to authorize placing the new employee on the payroll system. The form needs to be sent to the Human Resources Office.
9. Hiring supervisors will complete a performance appraisal for the new staff member within the first 30-90 days of employment. Early detection of performance problems is very important.

### Developing a Multicultural Community

College departments should demonstrate their support of the College hiring philosophy and follow the published recruitment/hiring procedures. To facilitate the College goal of increasing the multicultural presence of our campus the following additional hiring guidelines should be followed:

#### Reporting

The employment of staff members requires that the hiring department complete the Equal Employment Hiring Report detailing the efforts made to give minority applicants a full opportunity to be considered for the opening. The report will be completed and given to the Human Resources Office prior to authorizing the new person to be added to the payroll system.

#### Applicant Development

Departments should make efforts to locate minority applicants for openings. The College makes special efforts to invite members of the local minority community to become more familiar with our campus and encourage their consideration of Hope College as a potential employer when openings become available. All College advertisements will encourage minority applicants to submit applications for our job openings. We will also need to actively recruit from minority Hope graduates.

#### Confidential Background Check

It is the policy of Hope College to conduct a background check before making an offer of employment. This will be limited to checking criminal convictions, felony charges, state and national sex offender lists, and terrorist watch lists. In the event a particular position involves access to large sums of money, a credit check will also be required. The background check information will be ordered and reviewed by only one person designated at the College. The designee will share this information with the hiring supervisor only when it is relevant to the job performance. All candidates will be informed of their right to review the check for accuracy. If the background check uncovers information that is potentially disqualifying, the candidate will be informed and given the opportunity to respond. Results of this check will remain confidential unless essential for the College's legal defense in a lawsuit involving the candidate.