

LINCOLN UNIVERSITY

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| Policy: | Personnel Requisitioning, Recruitment, and Selection |
| Policy Number: | HRM – 104 |
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| Review Officer: | Chief Human Resources Officer |
| Status: | Approved by President and Active |

Introduction and Purpose

Lincoln University ("University") is committed to affirmative action/equal employment opportunity and to full compliance with federal, state, and local regulations regarding employment. To that end, the purpose of this Policy is to set forth the basic principles in recruitment and selection of the most suitable candidates to fill position vacancies.

1. Policy

- 1.1. The Office of Human Resources ("HR") shall provide recruitment, screening, and counseling services for Hiring Administrators of the University seeking candidates for posted position vacancies. HR shall establish and maintain a uniform process and forms for personnel requisitioning, recruitment, interviews, and selection; and shall monitor and review staffing forms to ensure completeness and accuracy prior to the commencement of the recruitment, screening, interview, and selection processes.
- 1.2. Each Vice President and Hiring Administrator shall adhere to the Guideline for the Employment of Personnel, which includes procedures for salary budgeting and staffing allocation; establishing criteria of search committees for new or vacated positions at the Director level and above; and providing written criteria for the selection, operation, and duties of the search committee. For positions not requiring search committees, the Vice President or Hiring Administrator shall consult with HR in the recruitment and selection of prospective candidates for vacant positions.

2. Personnel Requisitioning

2.1. New Position

A New Position shall be created based on the operational need for certain services, skill set(s), or expertise.

2.2. Reclassified Position

A position shall be reclassified when there has been a significant change in duties and/or qualifications since it was last posted or classified. The new classification may be higher, lower, or at the same salary grade, depending upon the outcome of an assessment verifying the duties, skills, and knowledge required are at higher, lower, or equal levels of the former position, respectively.

3. Recruitment and Advertising

- 3.1. Position vacancies within the University shall be posted on the University's website and in the HR department. Some announcements of position vacancies may be advertised on Internet job boards, in local and/or national newspapers, at regional colleges and universities, and in other publications. Position vacancies shall be posted at least ten (10) calendar days prior to the application closing date or according to the terms of an applicable Collective Bargaining Agreement ("CBA"), if different. The University shall follow all applicable posting procedures as required by federal law when recruiting for positions that may be filled by foreign nationals.
- 3.2. Employees may apply for position vacancies by informing his or her immediate supervisor in writing of his or her desire for transfer consideration and successfully completing the application process as noted on the job posting, or follow the guideline as outlined in an applicable CBA.
- 3.3. While it is the University's philosophy to promote from within whenever possible, there may be circumstances that could cause a position to be filled without posting, or posted while simultaneously recruiting from the outside. The circumstances that could cause a decision to bypass posting include, but are not limited to: Organizational restructuring, position requirements that include skills, education, and/or experience that are not known to match any existing employee, critical business or operational needs, or funding.

4. Candidate Interview

- 4.1. Applicants / Candidates who are scheduled to interview for a position shall complete an Employment Application in its entirety prior to the interview to authorize pre-employment screening, which is described in further detail below.

- 4.2. As may be necessary and differ for each position, combination of qualifications, credentials, skills, demonstrated knowledge, accomplishments, expertise, specialized training and education, experience, work history, outcome of reference checks, and interview rating shall be used to select the best qualified applicants for job interview and the most suitable candidates to fill position vacancies.
- 4.3. Except to the extent disclosure is required by law, information contained in letters of recommendation or obtained during reference checking and personal interview results shall remain confidential.
- 4.4. Travel Arrangements for Candidate Interviews
 - a. Travel arrangements for candidate interviews shall be handled by the hiring administrator. Travel Authorization forms must be completed for each candidate and approved by the appropriate vice president. Upon approval, travel for recruitment requiring agency assistance should be coordinated University's approved travel agency.
 - b. If the candidate lives within driving distance (100 miles) of Lincoln University, the candidate will be expected to use his/her personal vehicle to travel to the University and shall be reimbursed for mileage and reasonable expenses upon receipt of original receipts.

5. Candidate Selection

The hiring administrator shall select a candidate to fill a position vacancy and complete the appropriate Request for Contract form (faculty) or the Request to Hire form (staff) and submit to HR along with the supporting documents.

6. Pre-employment Screening

Pre-employment screening shall consist of candidates providing professional references, criminal history background checks, drug testing, and the University's verification of application information of candidates for vacant positions. The screening of final candidates for full-time, part-time, and temporary positions is facilitated by HR. Documents related to pre-employment screening shall be maintained separately in HR, with the exception of those pertaining to candidates and/or new hires processed prior to August 2003.

7. Employment Offers and Hiring

- 7.1. As stated in the University's Policy on Employment and Hiring (Policy HRM – 105), the President, and Vice Presidents with written delegation of authority, or his/her designee, Chief Human Resources Officer with written delegation, is authorized to make offers of employment and to employ

personnel. Administrators other than the President are authorized only to make recommendations for employment. Therefore, only the President or his/her designee can make binding offers of employment, which shall be made in writing.

- 7.2. HR shall establish, maintain, and disseminate administrative procedures for pre- and post-hire actions, including but not limited to position control, personnel requisition, job posting and advertising, interview and selection, relocation, position reclassification, accommodations, performance management, discipline, and termination of employment to monitor and ensure compliance with applicable local, state and federal laws.

8. Dissemination and Enforcement of Policy

- 8.1. This Policy shall be made available to all employees within the University and published on the University's Internet website.
- 8.2. The University President, each vice president, director, dean, manager, department chair, or supervisor shall ensure the enforcement of the Policy within his or her assigned area(s) of oversight. Additionally, administrators shall attend and participate in training to help in administering this Policy and keep abreast of the rules and regulations governing employment practices.
- 8.3. Employees violating this Policy shall be subject to disciplinary action, in accordance with University policy and/or applicable collective bargaining agreements, which may lead to termination of employment.

References

Policy HRM-103: Human Resources Management
Policy HRM-105: Employment and Hiring
Policy HRM-106: Performance Management
Policy HRM-117: Termination of the Employment Relationship
Policy FA-512: Business Travel Expense Reimbursement

Age Discrimination in Employment Act of 1975 (ADEA)
Americans with Disabilities Act of 1990 (ADA)
Civil Rights Act of 1964; Title VII
Equal Pay Act of 1963
Fair Labor Standards Act (FLSA)
Immigration and Reform Control Act (IRCA)
Occupational Safety and Health Act (OSHA)
Uniform Guidelines on Employee Selection Procedures (USESP)
Vietnam Veterans' Readjustment Act

Questions regarding this Policy may be directed to:

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