

Personnel

Board of Trustees Policy

SUBJECT: Recruitment and Selection Policy	NUMBER: 2.9
	DATE: July 29, 2013 Resolution #13-138
	SUPERSEDES:

This policy directly relates to the Recruitment and Selection Policy of the SUNY Schenectady Board of Trustees, as hereto attached.

Recruitment and Selection Policy

The following policy and guidelines have been established to provide a sound framework for the recruitment and selection process for all applicants who apply for posted vacancies at S U N Y Schenectady based upon the principles outlined below.

Purpose

The purpose of this policy is to:

- Ensure we attract and identify top talent to serve our college community,
- Maintain compliance with all federal and state laws regarding hiring practices and applicable collective bargaining agreements,
- Identify and approve appropriate funding levels for each position, and
- Preserve confidentiality in the recruitment process.

Scope

This policy will cover all activities that form part of the recruitment and selection process. The policy aims to set out the college's approach to recruitment and to indicate how selection and appointment will be decided and announced. The policy will be accompanied by guidelines and supporting documentation to support the committee members, committee chairs, hiring supervisors and division heads and/or designee (i.e. Executive Directors, Vice Presidents, Deans).

Recruitment and Selection for Full Time Regular or Grant Funded Professional Vacancies

Our recruitment process begins with approving a position. This occurs when a new position is created or an existing position becomes vacant.

When a new position is created, a job description will be created with an in depth review of the qualifications in collaboration with the supervisor and Human Resources. The new title and job description will be submitted to the President for review and approval, and then to SUNY Schenectady Board of Trustees (BOT) for approval. Following the SUNY Schenectady Board of Trustees approval, the President will present the new position and corresponding job description to the SUNY for final approval.

When a position becomes vacant, the existing job description will be reviewed by the supervisor and Human Resources. At this time any necessary edits or updates will be made. The updated job description will be sent to the President for review and approval.

After the job description is approved, the hiring supervisor will forward the job description and completed Position Approval Form to Human Resources. Official recruitment efforts will begin at this point.

Advertising

In collaboration with the supervisor, all advertising efforts will be coordinated through Human Resources.

Prior to posting a position, the College, through Human Resources, will follow contractual guidelines for notifying the SUNY Schenectady Faculty Association and Chairpersons, Administrators and Directors Association (CADA).

Human Resources will ensure all job posting/advertisements contain the statement, "SUNY Schenectady is an equal employment opportunity/affirmative action employer", list required minimum qualifications, outline required application materials, as well as a deadline for submission.

For an applicant to be considered an official applicant, all required application material must be received by the application deadline. For an applicant to be considered for an interview, applicants must demonstrate possessing the required minimum qualifications. This applies to all internal candidates and this consideration does not guarantee an interview. Lastly, all applicants must apply as described in the announcement.

Developing a Search Committee

The Vice President or Executive Director, in consultation with the appropriate supervisor will appoint a committee chairperson, search committee members, and establish a time frame for the hiring request to the President and Human Resources. The search committee should generally consist of three to seven members. Every effort should be made to have diverse representation (including gender, ethnicity, and department/division) on the committee. If diverse representation cannot be achieved, members of the Affirmative Action and Multicultural Affairs Committee may be appointed to the search committee.

Pre Selection

At the beginning of the selection process the committee chairperson will review the application material for all of the candidates who have applied and determine if the minimum required qualifications have been met. At this point, the committee chairperson will remove unqualified applicants from the pool.

The supervisor, in conjunction with the Vice President and the committee chair, will develop an evaluation form utilizing the job description. The evaluation form will be used during the search committee meeting to screen qualified applicants and decide what applicants will be called for an interview. The supervisor will forward the evaluation form to the committee chair to review with the search committee.

Search committee members will review the application material of the qualified applicants and complete the evaluation forms. These evaluation forms should be used to discuss the qualified candidates and disposed of after the search is completed. The committee chairperson will

assume leadership in assuring that the candidate pool is judged by all committee members on the strength of the applicants' qualifications as indicated on the evaluation forms.

The search committee will select a diverse pool of qualified semifinalists (preferably 6 - 8) to be interviewed.

Interview

Prior to the interview, Human Resources will provide a sample list of interview questions to the search committee, but final interview questions will be developed and confirmed by the search committee. Final interview questions will be submitted to Human Resources for the recruitment file.

To ensure consistency, fairness, and confidentiality in the interview process, Human Resources will be the point of contact for all candidates and will schedule all interviews. All committee members must be present for all scheduled interviews, each candidate will be asked a series of the same questions and appropriate follow up questions may be asked, as needed.

The committee will interview semifinalists and discuss the strengths and weakness of all candidates interviewed. Upon completion of the interview process, the committee chair, on behalf of the committee, will submit in writing a strengths and weaknesses report to Human Resources and the hiring supervisor.

Based upon the strengths and weaknesses report, the supervisor will identify candidates who will be brought back for a final interview. The strengths and weaknesses report will be kept in the recruitment file for the corresponding search.

After the supervisor completes the final interviews, a final strengths and weaknesses report, with a recommendation for hire, will be submitted to the executive staff member (if applicable), the President's Office, and Human Resources for the recruitment file.

Selection

After a recommendation for hire has been made, the candidate will be contacted to request references. References should be professional, preferably a former supervisor, and non-personal in nature. Information sought from references should be structured around the requirements of the job should be treated as confidential. References will be shared with the respective executive staff member, if applicable. References must be conducted prior to appointments being presented to the board for approval.

Offer & Appointment

After references have been completed, an offer will be extended pending Board of Trustees approval. If the candidate accepts, the President will make a recommendation to the Board of Trustees for appointment.

At this time, all candidates not selected will be informed that an offer has been made and accepted.

The SUNY Schenectady BOT will authorize the President, or designee, to extend the written offer of employment. The President's office will notify Human Resources the appointment was approved. Human Resources, in coordination with the supervisor and the President's Office, will notify the candidate their appointment has been approved.

Reimbursement

SUNY Schenectady will reimburse candidates for travel expenses when expenses are incurred during the course of the interview process. Reimbursable expenses include: meals, lodging expenses, and travel expenses to and from the interview. Candidates must submit an Interview Expense Reimbursement Form and include accurate and complete receipts for meals, lodging, and travel expenses.

Relocation reimbursement will only be offered at the discretion of the President and only after approval from the Board of Trustees.

Hire

Prior to an employee's arrival, Human Resources will coordinate the distribution and collection of all new hire paperwork, including, but not limited to payroll and benefits information. Payroll paperwork must be completed prior to an employee's start date, or as soon as administratively possible thereafter. Benefits paperwork will not be required for an employee to be entered into Banner or for an employee to gain computer access.

Human Resources will work in partnership with each respective division, to ensure all new hires receive the appropriate onboarding.

The Vice President or Executive Director, in conjunction with the hiring supervisor will send a welcome email out to the campus community announcing the new employee's name, position title, pertinent background information and current contact information (office location and campus phone number).

Recruitment and Selection for Part Time Professional Vacancies

Our recruitment process begins with approving a position. This occurs when a new position is created or an existing position becomes vacant.

When a new position is created, a job description outlining the duties and qualifications will be drafted and reviewed by the supervisor and Human Resources.

When a position becomes vacant, the current job description will be reviewed. At this time any necessary edits or updates will be made. The updated job description will be sent to the President for review and approval.

After the job description is approved, the hiring supervisor will forward the job description and completed Position Approval Form to Human Resources. Official recruitment efforts will begin at this point.

Advertising

Prior to posting a position, the College, through Human Resources, will follow contractual guidelines for notifying the SUNY Schenectady Faculty Association and Chairpersons, Administrators and Directors Association (CADA).

All part time professional vacancies will be posted on the Schenectady County Community College website. Human Resources will ensure all job posting/advertisements contain the statement, "Schenectady County Community College is an equal employment opportunity/affirmative action employer", list required minimum qualifications, outline required application materials, as well as a deadline for submission.

For an applicant to be considered an official applicant, all required application material must be received by the application deadline. For an applicant to be considered for an interview, applicants must demonstrate possessing the required minimum qualifications. This applies to all internal candidates and this consideration does not guarantee an interview. Lastly, all applicants must apply as described in the announcement.

Pre Selection

The supervisor and at least one other committee member will review the application material for all of the candidates who have applied and determine if the minimum required qualifications have been met. At this point, unqualified applicants will be removed from the pool. The supervisor and committee will select at least three qualified candidates to be interviewed.

Interview

To ensure consistency, fairness, and confidentiality in the interview process, Human Resources will be the point of contact for all candidates and will schedule all interviews. All committee members must be present for all scheduled interviews, each candidate will be asked a series of the same questions and appropriate follow up questions may be asked, as needed. Interview questions will be submitted to Human Resources for the recruitment file.

Upon completion of the interview process, the supervisor will submit to Human Resources in writing a strengths and weaknesses report, with a recommendation to hire for the search file.

Selection

After a recommendation for hire has been made, the candidate will be contacted to request references. References should be professional, preferably a former supervisor, and non-personal in nature. Information sought from references should be structured around the requirements of the job should be treated as confidential. References will be shared with the respective executive staff member, if applicable. References must be conducted prior to an offer of employment.

Offer & Appointment

After references have been completed, an offer will be made by Human Resources or the supervisor. Human Resources will provide the candidate with a letter confirming details of the part time appointment.

Reimbursement

SUNY Schenectady will not reimburse candidates for travel expenses for part time professional vacancies.

Hire

Prior to an employee's arrival, Human Resources will coordinate the distribution and collection of all new hire paperwork, including, but not limited to payroll and benefits information. Payroll paperwork must be completed prior to an employee's start date, or as soon as administratively possible thereafter. Benefits paperwork will not be required for an employee to be entered into Banner or for an employee to gain computer access.

Human Resources will work in partnership with each respective division, to ensure all new hires receive the appropriate onboarding.

The Vice President or Executive Director, in conjunction with the hiring supervisor will send a welcome email out to the campus community announcing the new employee's name, position title, pertinent background information and current contact information (office location and campus phone number).

Approved July 29, 2013, RESOLUTION # 13-138