Recruitment and Hiring

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<th>Section: Employment</th>
<th>Policy Number: 106</th>
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| **Responsible Office**: HR/Recruitment | **Effective Date**: 04/01/01  
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**Scope**
Administrators and Staff.

**Policy**
The Recruitment function within Human Resources is available to coach and assist hiring managers to fill new/open positions, coordinate internal transfers, offer guidance on alternatives for sourcing and advertising, and provide general recruitment services such as screening and interviewing, preparation of offers, background checks and new hire paperwork.

**Initiating the Recruitment Process**
To initiate the new hire process, the hiring manager must complete a Notice of Vacancy (NOV) form/request which can be found on the Human Resources Intranet page under “Forms.”

- For replacement of an existing position, the NOV requires department head approval.
- For a new position, the NOV requires EVP/Provost approval. A job description must be sent along with the NOV in order for the Compensation Department to complete a review before the recruitment process can begin.
- For a modification, the NOV requires department head approval if it is a replacement or EVP/Provost approval if it is a new position. A job description must be sent along with the NOV in order for the Compensation Department to complete a review before the recruitment process can begin.

Once an approved NOV is received, the Recruitment Office will contact the hiring manager to initiate the process. Additional information is available by calling the Recruitment Office at (718) 990-2445.

**Applicant Sourcing**
In an effort to provide equal employment opportunity to job seekers and fill vacant positions with the most suitable candidates, the Recruitment Office performs a wide range of recruitment activities, including internal job posting (see policy #105) and external sourcing. External sources used may include employment and trade journals, newspapers, internet, social media, employment agencies and search firms, professional organizations and associations, minority sources, job fairs, colleges and universities, and referrals. External sources may extend to the local, regional, or national level, as determined by the Recruitment Office and the hiring manager.
Applying/Screening/Interviewing

External Applicants: All external applicants must apply online at www.stjohns.edu. Available positions can be found by clicking the Work at St. John’s link at the bottom of the landing page. All external applicants will be required to complete an employment application as part of the online submission process. Should the hiring manager interview an external candidate who has not applied through the St. John’s website, the candidate should be instructed to do so.

Internal employees: Employees should apply through the Internal Career Portal. Access to the portal can be found through UIS or St. John’s Central (see Job Posting policy #105).

Referrals: All employee referrals must apply online at www.stjohns.edu. When applying, they should indicate the employee’s name as the source of how they heard about the position.

Both internal and external submissions, including any attached documents such as a resume and cover letter, will be maintained in the University applicant tracking system (OpenHire). At the hiring manager’s request, the Recruitment Department can assist with screening and interviewing applicants.

Offers of Employment

An offer letter should be provided for all positions. In general, the hiring managers are responsible for extending the offer of employment; however, it is advisable that they collaborate with Human Resources prior to making the verbal offer. All offers of employment are contingent on satisfactory background and reference checks. The Recruitment Office will prepare an offer letter to communicate a written offer to a candidate.

Onboarding

Once the candidate has accepted the offer of employment, the Recruitment Office will contact the candidate to begin employment processing. The Recruitment Office will work directly with the prospective employee to arrange all employment processing, which includes initiating the background check, ensuring all new employment forms are completed, and ensuring the new hire information is inputted into BANNER. Satisfactory background check results must be received and all new hire forms must be completed prior to the new hire’s start date. To ensure a positive onboarding experience, the hiring manager should submit computer, telephone and BANNER requests, if necessary, to IT as soon as possible prior to the start date. On the first day of employment, if the new hire has already been processed, he/she should report directly to his/her manager to begin work. If the new hire has not yet been processed, he/she will report to the Office of Human Resources for processing.

New employees are also scheduled to participate in a comprehensive New Employee Orientation. Attendance at Orientation is recommended and strongly encouraged. This program is offered once per month by the Office of Human Resources and provides a valuable opportunity for employees to learn about St. John’s and employment policies and benefits (refer to New Hire Orientation in policy #117 for more information). It is also suggested that employees attend any mandatory training programs within their first three months of employment.