

| Employment Policy and Procedure | | | |
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Purpose: To ensure all employment is in compliance with Equal Employment Opportunity regulations and to ensure all applicants are treated fairly and consistently.

Applies To: All Applicants and Employees

Applications: Applications will only be accepted when the College has a position that needs to be filled from the outside. Upon hiring of the employee, their application will become a part of his/her personnel file.

Applications of those individuals not chosen for employment will be maintained in the Human Resource department. Unsolicited applications are not kept on file.

Job Opening and Hiring Procedure:

Interdepartmental Transfer

- A. If the position will be filled with an interdepartmental employee, their director will fill out Form 14 Employment Change Requisition, attach job description and email to Vice President of their area. (All forms may be filled out online and emailed to Human Resources.)
- B. No Job Posting on Tusculum website or advertisement is needed.
- C. If budgetary issue then CFO and the Vice President review.
- D. Vice President emails paperwork to the Human Resource department.
- E. The Human Resource Assistant writes offer letter and sends to President for signature.
- F. The Human Resource Assistant sends offer letter to employee for signature of acceptance.
- G. The transferring employee signs offer letter and sends back to the Human Resource office. Human Resource makes changes in the Human Resource system.

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Job Opening and Hiring Procedure continued:

Other Transfer (outside department) or External Hire

- A. If the position will be filled by an external candidate, the Supervisor will fill out Form 13 Position & Search Requisition, attach the job description, instruction on posting the position on the Tusculum website and advertisement with expenses.
- B. Expenses for advertisement are charged to the departmental budget where the position is located. This will be emailed to the Vice President of their area for approval of Form 13 Position & Search Requisition and advertisement.
- C. If budgetary issues then CFO and Vice President review.
- D. Vice President emails paperwork to Human Resource department.
- E. The Human Resource Assistant posts the position on the Tusculum website. **Job postings for external candidate (those not from within the department of position or those from outside the College) are required to be posted on the Tusculum website for a minimum of 5 working days.**
- F. The Human Resource Assistant also places the advertisement as specified on the Position & Search Requisition.
- G. **Internal employees will have preference in the interviewing process.**
- H. All applications/resumes are accepted in the Human Resources department and logged prior to being delivered to the hiring Supervisor/Search Committee. A current employee, who wishes to transfer must notify the Human Resource department and the Supervisor of that employee will be notified by the Human Resource Assistant before the employee is considered for transfer.
- I. For Search Committee procedures for selection and interviewing processes see the Search Committee Guidelines in the Faculty Handbook. (Search Committee must be used for all faculty positions.)
- J. The Supervisor/Search Committee will email the Human Resources department Form 15 Interview Requisition when a candidate is interviewed.
- K. An application must be filled out and sign by the external candidates prior to interviewing for the position.
- L. Upon selecting the candidate for hire **and prior to offer**, the Supervisor fills out Form 14 Employment Change Requisition for transferring a Tusculum employee or Form 16 Employment Requisition for an external candidate. The Form is emailed to the Vice President for approval **along with the resume or application.**

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Job Opening and Hiring Procedure continued:**Other Transfer or External Hire continued**

- M. If an external candidate is selected, the supervisor must check a minimum of 2 references (See Form 17 Reference Check) and for Faculty must have transcripts or reliable verification of education requirements **prior to offer**. If this is a Campus Safety position or a position handling money or finances of the College then a Security Check (see Form 18 Security Check) must also be accomplished **prior to hire**.
- N. If budgetary issues then CFO and the Vice President review.
- O. Vice President emails the Change or Employment Form to the Human Resource department.
- P. The Human Resource Assistant writes offer letter and sends to President for signature.
- Q. The Human Resource Assistant sends offer letter to the candidate or employee for signature of acceptance.
- R. The candidate or transferring employee signs offer letter and sends back to the Human Resource office and changes in the Human Resource system are made.
- S. If this is an external hire the supervisor works with the Human Resource Assistant to schedule start date and orientation.