

**TUSCULUM COLLEGE
DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT PROCESS**

Phase One – SEARCH INITIATION

- *Pick up a **Search Initiation** form from HR.)*
- *Complete form, **attach job description.**(New: Job description must be current and reflect the required and minimum requirements of the position. HR can forward template.)*
- *Return form to HR.*
- *HR obtains appropriate approvals.(New: Approvals must be obtained before advertising begins)*
- *If approved, HR advertises the position. Proceed to Phase Two. If a position is filled from within, proceed to Phase three.*

Phase Two – REQUEST TO INTERVIEW

- *Vita/resumes arrive, are recorded by HR, and Committee Chair/Department Head is notified.*
- *Department Head or Committee reviews vita/resumes and selects candidate(s).*
- *Committee Chair/Department Head gets a **Request to Interview** form from HR, complete, and attaches the **Vita/Resume** of the candidate(s). VP/Sr. Cabinet member must review and sign. (New: this form, **Request to Interview**, must be completed & approved before candidate is brought to campus)*
- *For staff positions, the candidate is invited to campus by Department Head. For faculty or senior level positions, the Committee Chair/Department Head works with HR to bring candidate to campus.*
- *Committee Chair or designee prepares an agenda for the visit.*
- *Committee Chair or designee assures that the President and VP/Sr. Cabinet Member has a copy of the candidate's vita and visit agenda (if applicable).*
- *References are checked and the Committee chair/Department Head makes recommendation to VP/Sr. Cabinet member.*

Phase Three – EMPLOYMENT OFFER

- *VP/Sr. Cabinet member picks up a **Employment Request** form, completes it, attaches a copy of the vita/resume of the recommended person, and forwards it to the VP/CFO.*
- *The VP/CFO signs and returns to HR Department who then sends it to the President to approve candidate and offer. When returned to HR, HR will notify Cabinet member that an offer can be made.*
- *VP/Sr. Cabinet member contacts faculty candidate to make an offer. Staff offers are made by the Department Head.*
- *Candidate accepts. VP/Sr. Cabinet member notifies the Human Resources Dept.*
- *HR Department prepares employment letter or contract. Both the **Employment Request** form and the contract/employment letter are sent to the President for signature.*
- *When returned, the HR Director forwards contract/letter to candidate for signature.*
- *A date is set for new employee orientation within 5-10 days of hire.*
- *HR notifies all other applicants that the position has been filled.*

Note: *If a change needs to be made for a current employee (**change in title, duties, salary, etc.**) a **Change Request** form is obtained from Human Resources and **Phase One** of the above process is used.*