

RECRUITMENT AND HIRING POLICY

Policy Number:

Owner Department: Human Resources

Approved Date/Effective Date: May 28, 2015

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

Southwest College of Naturopathic Medicine & Health Sciences (SCNM) maintains that hiring the best qualified individuals to fill open positions contributes to the overall strategic success of the organization.

SCNM is committed to a recruitment process that results in the hiring of the most qualified applicants. All individuals with authority to hire or terminate employees within a department (hiring officials) will be accountable for the recruitment, retention, and development of diverse faculty, staff, and students.

SCNM promotes equal opportunity through diversity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, gender identity, age, disability, and qualified veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, college-sponsored training, education, tuition assistance, and social and recreational programs. The following policy provides a direction to the hiring authority to ensure that fairness is paramount in the recruitment process.

This policy ensures that SCNM recruits outstanding individuals who will help advance our vision, fulfill our mission and embrace the College's core values. SCNM strives for a thorough and equitable search process, resulting in a qualified pool of candidates from which to make high quality hiring decisions. The policy also ensures that candidates for employment receive consistent and equitable treatment.

SCNM employees will be the first to be made aware of and will have the opportunity to apply for open positions before the College's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions are to be posted when an opening occurs.

II. POLICY STATUS

New

III. SCOPE/KEY STAKEHOLDERS

This policy applies to staff, faculty, and students.

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IV. POLICY ITEMS

DHR works with the hiring department by developing position descriptions. DHR has primary responsibility for screening and evaluating application materials, recommending candidates for interview, conducting reference checks, interviewing candidates, and making recommendations for hire.

V. RESPONSIBILITY FOR IMPLEMENTATION

The Office of Human Resources (OHR) will have oversight and responsibility for initiating and monitoring this policy; for generating and revising process maps and procedures; as well as responsibility to ensure compliance with state and federal laws.

VI. RELATED POLICIES

- A. SCNM Diversity and Inclusion Policy
- B. SCNM Employee Handbook
- C. SCNM Recruiting and Hiring Procedures

VII. RELATED DOCUMENTS

- A. Internal Career Opportunities Application
- B. Requisition Form
- C. Background Release
- D. Drug Screen
- E. Employment Application
- F. Job Description
- G. New Hire Packet
- H. New Hire Checklist
- I. Benefits Packet
- J. Immunization Policy/Checklist

VIII. NEXT REVIEW DATE

As necessary.

IX. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/5.27.2015	5.28.2015	

X. POLICY AUTHOR/CONTACT

Office of Human Resources/Christine Cervantes