

Hiring Practices

A Virginia Wesleyan University Policy

Employment hiring, including advertising and final selection, shall be conducted in a fashion that is consistent with Virginia Wesleyan University's commitment to equal employment opportunity for all. The following steps shall be followed in order to ensure hiring the most qualified individual for the position while remaining in compliance with applicable state and federal employment laws.

When it is determined that there is a staff vacancy as the result of either an employee leaving a position or the creation of a new position, the filling of that position shall be authorized by the President. Once the President has approved hiring for a position:

1. The supervisor of the vacant position forwards to Human Resources an overview of the position including qualifications(s) needed, scheduled hours (full/part-time), and job responsibilities. The supervisor discusses with Human Resources his/her requests for advertising.
2. Human Resources writes an ad, forwards it to the supervisor for approval, then circulates the ad via email (and hard copy where appropriate) to the campus community. In addition, when appropriate, Human Resources places the ad in the local newspaper and/or any other mutually agreed upon site.
3. Unless a supervisor specifically requests a different process and Human Resources agrees, all resumes and applications are sent to the Human Resources department for processing.
4. Upon receipt of an application or resume, Human Resources responds letting the applicant know the application has been received and is being forwarded to the hiring supervisor for consideration.
5. Human Resources forwards the application/resume to the hiring supervisor within 24 hours of its receipt.
6. The hiring supervisor should provide the committee, if he/she so desires to utilize a committee, with an updated job description, and if applicable, with the salary range and/or budget available for salary. The hiring supervisor and committee reviews the applications/resumes received and selects those with the qualifications to be interviewed. Whenever possible, the committee should include a diversity of perspectives, backgrounds, and demographic make-up (age, race, gender, etc.) Human Resources suggests to the hiring supervisor the use of "Interview Packets" that are available from Human Resources for assisting and instructing those who have not previously been involved, and therefore trained, in the hiring process at Virginia Wesleyan.
7. The hiring supervisor conducts reference checks for those candidates being considered for interviews. Additionally, a request by the hiring supervisor to the applicants will be made to determine the applicant's salary requirements.
8. Once a qualified candidate has been selected, the hiring supervisor makes a verbal offer of employment. For salaried positions, this offer is followed by either a contract (for exempt employees) or an employment offer letter (for non-exempt salaried employees) from the Virginia Wesleyan University President.
9. Efforts of reasonable accommodation, if required, are implemented with the assistance of Human Resources.
10. Applicants who were interviewed by the supervisor, and committee if appropriate, and were not selected for the position are notified in writing or by phone by either the Human Resources department or the hiring supervisor. If the response is by telephone, the date and time of the call are documented on the application/resume. The hiring supervisor decides who will be the responding party.