




National University of Health Sciences General Policies

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Date Adopted: 02/11/92	Date(s) Revised:	01/04/96, 05/05/05		
 _____ President	Date	<u>3-19-09</u>		

POLICY STATEMENT

All candidates for employment shall receive consistent and equitable treatment. The procedures outlined in this policy ensure a thorough and fair search process, resulting in a qualified pool of candidates from which to make quality-hiring decisions.

Please refer to National University of Health Science's (NUHS) policy regarding Equal Employment Opportunity.

Procedure

Job description: Job descriptions are used to briefly describe a job's primary purpose, essential functions and responsibilities. NUHS uses a job description form to assist in the completion of job descriptions. Once a job description is completed, it should be used during the interview/hiring process, and as a standard to guide in performance reviews or discipline procedures.

- It is the hiring manager's responsibility to make sure the job description for an open position, for a position with significant changes in responsibilities, or all positions affected during a departmental restructuring is properly drafted and updated. All drafts and/or updates should be completed on the job description form, which is available in the Office of Human Resources. The form helps to identify the job's primary purpose, essential functions, responsibilities, organizational relationships and minimum qualifications of the position.
- Once the form has been completed, it is to be reviewed with the hiring manager and Human Resources and edited if necessary.
- The final version of the form is submitted to Human Resources, who then assign the position a status of exempt or non-exempt under the Federal Fair Labor Standards Act (FSLA). A position's status is determined by applying the tests utilized by the US Department of Labor. Human Resources will also match the description of the job with other jobs within the University to ensure consistency of title, pay range and responsibility.

- Once the job description is complete, it should be used during the interview/hiring process, and as a standard to guide in performance reviews or discipline procedures.
- All original hard copies of job descriptions are filed in Human Resources.

Job Approval: To ensure all replacement and/or new positions are appropriately budgeted, a Position Requisition form shall be completed and approved prior to any recruitment and selection activities. After the Position Requisition is completed and all required signatures are obtained, the position will be added to the NUHS website.

Internal Job Postings: The University may internally post approved open positions. All full-time or part-time staff members who have completed six months of service in their current positions are eligible to apply for posted internal openings. All vacancies must be posted for at least one week before any offers can be made.

External Sourcing: It is the responsibility of the hiring manager and Human Resources to determine what sourcing methods shall be used to fill a vacancy. The following is a list of recommended vehicles:

- Professional Organizations/Associations
- Search Firms
- Colleges and Universities
- Career Fairs
- Minority Organizations/Sources, including Organization/Sources for Disabled
- Outplacement Firms
- Government sponsored job services, including Veterans job services
- Illinois Department of Employment Security
- Public Assistance Offices
- Trade Journal, newspapers and Internet advertisements (only after the job has been posted internally for one week.)

Interviews: In order to ascertain which applicants are most qualified for the position available, the Human Resources Office along with the hiring manager will conduct the following steps of the interviewing process.

Resume Receipt and Review: All resumes shall be directed to the Human Resources Office. The hiring manager, with the assistance of Human Resources, will review all resumes received and select applicants to be invited for interviews. Human Resources keeps all original resumes and forwards copies to the hiring manager.

Interview Process: Human Resources will complete an initial interview focusing on the applicants previous work experience, gaps in employment and any other questions directly related to the skills and duties represented in the job description. Following the initial interview, the hiring manager will conduct an interview. The hiring manager will cover the specific duties and skills required by the position and will ask questions related to the applicant's abilities and desire to fill the position. Once all applicants have been interviewed, the hiring manager and Human Resources will meet to discuss/select one or two finalists. After the selection is made references will be checked.

Internal Applicants: An employee may be considered for an open position in any department only after he/she has completed six months of service in his/her current position. The interested employee must submit a resume to Human Resources; it should include information pertaining to his/her current position. A staff member's indication of interest in an opening should not affect his/her current position. NUHS employees who become final candidates for internal positions should notify their current manager of their status in the selection process. NUHS seeks to extend opportunities for advancement to all qualified NUHS employees.

References: This is an important step in ensuring good position-to-applicant matches that will lead to more productivity and decrease turnover within the University.

