

Process and Procedure for Hiring Assistant Coaches

The Head Coach will

1. Receive permission to hire for this position from the Athletic Director (as needed)
2. Verify that Human Resources has job description on file for the position, or provide a new/updated job description.
3. Provide to HR a 3-4 sentence summary of the job (title, major duties, qualifications and start date) for web posting
4. Communicate to HR the decision to post the job internally or externally
 - a. If posting internally, position will be posted on HR website for seven days & published in Faculty-Staff Bulletin once, with no additional external advertising for position
 - b. If posting externally, submit an [Advertising Checklist](#)
5. Review all applicants for the position via the Google hiring folder shared by HR, and complete the [Applicant Tracking Sheet](#) as applicants are reviewed.
6. While communicating with applicants and potential hires, communicate clear work guidelines under the following parameters:
 - a. No more than 10 months out of the year
 - b. No more than 29 hours a week
 - c. Offer no other employee benefits, including housing, tuition discount, or munch money.
7. Conduct in-person or telephone interview(s).
8. Notify HR of candidate of choice, for approval to extend verbal offer of employment.
 - a. After acceptance of verbal offer, HR emails official offer of employment letter to candidate of choice, attaching a background form for completion.
9. Submit a completed payroll form [Assistant Coach Payroll Form](#) to HR.
10. Notify other candidates who have been interviewed that the position has been filled. (HR will notify any other candidates).

All job applicants for the position will:

1. Complete an [online application](#) for employment at Goshen College, including a resume and contact information for 2-3 professional references.

The newly hired Assistant Coach will

1. Complete new hire paperwork with Human Resources **before or on their start date.** Due to federal guidelines, new hires **must** personally present documents for eligibility for employment (I-9 form) to the HR office. *New hire cannot begin employment until this step is completed.* (HR required documents will be provided in the Google hiring folder and can be shared with the candidate of choice ahead of time if necessary).