

Goshen College seeks to attract the best-qualified candidates who support the mission of the College and who respect and promote excellence through diversity. The College is committed to equal opportunity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, the College recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age.

This policy is intended to assist supervisors who are responsible for filling vacant positions at the College. Questions about employment policies and procedures should be directed to the Office of Human Resources (HR). HR can provide insight and assistance to hiring supervisors and search committees in all areas of the search process, including screening applications, interviewing, and reference checking. Questions about equal employment opportunity and affirmative action practices should also be directed to the Office of HR. See Hiring Checklist below:

Hiring Procedures Checklist for Teaching Faculty Positions

Item	Description	Completed
1	Resignation letter or termination notice is received and sent to the HR Director.	
2	Permission to hire is received from the Academic Dean.	
3	The Director of HR is notified of the position and assigns a Search Advocate to the committee. HR sends Search Committee Chair Hiring Procedure Checklist and Advertising Checklist. The Search Committee Chair creates the search committee.	
4	Committee Chair schedules first meeting with committee - Committee assigns someone as Search Administrator who is responsible for managing the applicant files and communication, search logistics, and documents the search.	
5	Job Description is reviewed by committee and Position Description (announcement) is created and forwarded electronically to HR Assistant Director at hr@goshen.edu for posting (including Advertising Checklist). Google Position description and announcement must receive approval from the Academic Dean prior to posting. Google Drive folder is created by HR for the search and shared with the search committee members once the committee member names are provided to the Assistant Director of HR.	
6	Unless specifically decided otherwise, all application materials should be sent electronically to hr@goshen.edu . The HR Office will confirm receipt of application to the applicants and notify them that their candidacy may not be considered until all materials are received.	
7	The Director of HR will send an email to the search committee addressing EEOC and other items.	
8	The search committee develops Screening Criteria based on the Criteria Matrix.	
9	Committee members individually evaluate each application using the screening criteria established. Committee members then collaboratively review their assessments and reach consensus. Top candidates are recommended for interviews. All qualified internal applicants are interviewed.	
10	Search Committee will notify HR of any unqualified applicants so they can be notified via email. Future communication to applicants should be completed by Search Admin or Committee Chair regarding status of application.	
11	If the search committee decides to start with phone interviews , they will make contact with the candidates to schedule the phone interviews.	
12	When the search committee is ready to proceed to on-campus interviews , they will provide a range of potential dates for the interview to the Academic Dean's Administrative Assistant (cc'ing HR) who then will schedule time with the Academic Dean, Director of HR, and President. The Academic Dean's Administrative Assistant will then communicate acceptable dates and times with the search committee chair. The search committee then provides an interview schedule to the HR Assistant Director and the Academic Dean's Administrative Assistant. The Academic Dean's Administrative Assistant will then contact the candidates to determine their availability. The candidate will make travel arrangements, submitting original receipts for reimbursement to HR. Once travel arrangements have been confirmed, HR will arrange lodging, if needed. <i>It is required that the committee provide at least a week's notice before interview dates to accommodate work schedules and candidate travel schedules.</i> The GC people included in interviews are as follows: <ul style="list-style-type: none"> Teaching Faculty: Search Committee, Director of HR, Academic Dean, President, students, department members, and other faculty. A class presentation is also set up by the department chair. 	
13	Reference checking for final candidates is conducted by the Department Chair or a member of the search committee. The Director of HR can be consulted as needed. The search committee is required to submit the references, along with the questions asked, to the HR Office via the Google folder for the position.	

Item	Description	Completed
14	The chair of the search committee prepares a rationale to hire the candidate of choice after receiving summaries of interviews. This report is emailed to the Dean and the HR Director which summarizes the reasons for recommending the top candidate, comparing skills and background with other interviewees. The Candidate Matrix (selection criteria) used by the search committee is also provided to HR via Google folder.	
16	The Department Chair (after approval from the Academic Dean) makes a verbal conditional offer of employment . The official letter of invitation is composed by the Academic Dean's Administrative Assistant in consultation with the Academic Dean, signed and sent to the candidate with a request for official transcripts as an email attachment. After receiving the acceptance and transcripts from the candidate, the Academic Dean's office notifies HR. HR initiates a background check.	
17	The following information is required by HR to set up the new employee's position: title, ranking, tenure-track or non-tenured, salary, FTE, start date.	
18	The Department Chair or Search Admin confirms that all unsuccessful candidates who were interviewed have been contacted.	
19	The Department Chair submits an announcement for the Faculty/Staff Bulletin about the hiring of the new employee, including start date.	
20	HR contacts the new employee to complete new hire forms on or before their contracted hire date. Search Committee members should take the lead in welcoming the new employee. The Director of HR schedules all new employees to a new employee orientation session.	
Notes		