



## Human Resources Hiring Guide

### Requisitioning / Recruiting

Full Time and Part-Time permanent positions are all facilitated by HR. HR will assist with Adjunct and Temporary openings by advertising and forwarding of applicant resumes.

The hiring manager must first confirm a budget with their management. Recruitment starts with a Request to Hire (RTH) completed by the direct supervisor with an applicable cabinet member approval and planned salary or salary range. An updated position description is to be included with the RTH.

### Advertising / Posting

Preferences for advertising are to be provided including the Harcum Website, Indeed, Higher Ed jobs as well as any specialized/ association websites pertaining to the position. HR will review any advertisements to be posted with the department and arrange for the position to be posted appropriately. Applicant responses to position postings are returned to HR ( HR@Harcum.edu), screened as needed and forwarded to the hiring department. Acknowledgements are only provided to applications sent directly to HR.

### Interviews

Departments notify HR of all applicants selected to be interviewed for Full and Part-Time permanent positions. All such applicants to be interviewed in person require an Employment Application which can be sent to the candidate by HR or the department depending on whether HR or the department is coordinating a schedule. HR will meet in person with all Full and Part-Time applicants who are interviewed. Adjunct and Temporary positions may be handled directly by departments.

Department interviews are to include two or more Harcum staff employees and should follow a structured approach of consistent interview questions to each candidate.

### Hiring Process

Interviews are to be documented by the hiring department and references primarily completed by the department with assistance from HR as needed. When a Full or permanent Part-Time finalist is selected, HR is to be contacted to review pay before an offer is made. Offers with pay above original planned amounts require additional approval. The RTH with all approvals and completed references is required prior to an offer being made with the appropriate Cabinet Member approval. HR will send the offer letter to the final selected candidate and notifications to applicants that a position has been filled.

### On-Boarding

Upon acceptance or notification for Adjunct positions, HR initiates background reviews for all positions excluding Work Study Students and educational verifications for positions requiring post-secondary degrees, driving record checks as applicable, and additional regulatory reviews such as those required for positions constantly interacting with children. HR sends all new employees a hiring packet to start employee paperwork in advance of the start date.

On their first day, new employees should first report to HR to complete enrollment forms, a W4 payroll withholding form and an immigration I9 documentation form and be provided a basic orientation, with a more structured orientation in the future.