

Hiring Policy

A manager must discuss and confirm with their direct supervisor the need and budget for a replacement or additional staff. Once confirmed, a job posting is completed, with the job description, and is announced to the College community through an internal posting. The decision to interview internal candidates does not preclude conducting an external search should the search committee deem it necessary.

The hiring manager should identify a search committee consisting of three to four persons to serve throughout the search and hiring process.

The hiring manager is responsible for:

- Convening a search committee that includes at least one member of the relevant department where possible, and members of the college staff or faculty.
- Calling a first meeting to establish a time line and agree on a job posting.
- Working with the Director of Human Resources to advertise the position – internally, and externally, as needed. Internal and external postings can occur simultaneously.
- Postings should state the minimum credentials, salary range and EEO policy. The College's job posting template should be used.
- Leading the search committee in preparing questions for interviews using relevant job descriptions and responsibilities as a guide.
- Reviewing the resumes.
- Conducting first round of phone interviews with top 4-6 candidates.
- Conducting second round of in-person interviews with search committee. Hiring Manager's supervisor and/or the Director of Human Resources are informed of hiring progress.
- Convene with the search committee to determine top 2-3 finalists.
- Inviting top candidates back to meet with the President, other appropriate staff or faculty, and members of BFIT community, as appropriate.
- Confer with the Director of HR before extending a verbal offer to confirm the candidate's interest in the position and discuss salary.
- Work with the Director of Human Resources to provide candidate with a written offer letter confirming start date which is signed and accepted contingent upon successful completion of the CORI. The CORI form is included with the written offer letter needs to be signed and returned to HR along with the signed offer letter. The results of the CORI must be completed before the first day of employment. Where there are questionable results, the hiring manager and HR will work together toward an appropriate resolution.
- Complete New Hire Onboarding Check List
- During the first week, send out an announcement welcoming their new employee to the College community.
- Provide access to any necessary CAMS or IT training.
- Provide mentorship and support to help the new employee acclimate to the college.

An external search firm may be considered with approval from the hiring manager's supervisor, college president, and with the support of Human Resources.

****During the interview, please make sure to include the following:**

- Review of job description with candidate and focus that all positions have the ultimate goal of increasing the student graduation rate.
- Provide a brief introduction of the college, its mission, values and culture.
- Request specific experiences which the candidate has had that verify their understanding of various components of the position.
- Credential and qualifications (if the top candidate does not have minimum credentials,
- Focus on the college's learning environment and student demographics.

For further guidance regarding the hiring process, please contact the college's Director of Human Resources.