Calvin College Staff Hiring Form

The human resources department has established a uniform procedure for hiring full-time and part-time non-faculty staff members. While the recruitment process is individually customized for each position, all externally posted positions will be advertised using the following locations:

- Calvin College Website
- Calvin College Job Board
- Work at Calvin Listserv
- Michigan Talent Connect
- Churches and Outreach Centers
- Calvin News
- Craig’s List
- External Publications & Websites

The Hiring Manager should work with the HR Employment Manager to strategize and figure out payment of additional advertising channels.

To be completed by hiring department:

**Hiring Information:**

Position title ____________________________________________

Department ________________________________ Date approved by Cabinet ____________

☐ New position

☐ Replacement position? Person vacating position ________________________________

☐ Job description updated? Attach copy and email Word version to humanresources@calvin.edu

Budget account number ________________________ Budgeted amount for position __________

**Posting/Advertising Creation:**

- Once HR receives this completed form from you, allow 3 business days for job requisition to be digitally sent to you for your approval. Once you approve it, we will make the posting live.

1. Additional and/or preferred qualifications necessary for the job

_____________________________________________________________________________________

_____________________________________________________________________________________

2. Special requirements for applicants (writing samples, desired work hours, etc.)

_____________________________________________________________________________________

_____________________________________________________________________________________

3. Any screening questions to include that you would like every applicant to answer (these can be in the form of multiple choice, Yes/No, or Full Text answers)

_____________________________________________________________________________________

_____________________________________________________________________________________
Recruiting/Search Information:

- The posting must be active for a minimum of two business weeks.
- Once you have selected a candidate, coordinate with the HR Employment Manager to receive offer amount before making a verbal offer, which will be contingent on background check results.
- If the hiring manager needs training on the employment system, the HR employment generalist will provide that training once at least two candidates have applied for the position through the system.
- Communicate accepted verbal offer to HR Employment Manager to begin process of initiating and reviewing background check and tax paperwork.
  - Once the background check has cleared and been approved by HR and tax paperwork has been received from HR, HR will contact you to let you know that the new hire is cleared for work.
  - Processing of background checks typically takes 7-10 business days. **A new hire cannot start working until given clearance from HR.**

Today’s date _____________  Posting date _____________  Closing date _____________

Interviews projected to be from (date): _____________  through (date): _____________

Target start date _____________

Hiring manager (the one individual on the search who will have ranking access of candidates):
____________________________  Submitted date: _____________

Name of supervisor of this position, if different than Hiring manager:
____________________________

Please list the names of your search committee (the individuals who will need viewing access of the candidates’ application materials in the employment system):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

What shift/hours/days does this position work? ______________________________________

What is the group/grade classification of the position? ________________________________

Is the position (check one):

☐ Exempt   ☐ Non-exempt

☐ Full-time  ☐ Part-time

☐ FTE _____________

If you have additional questions about this process, please contact human resources at
humanresources@calvin.edu or 616.526.6495