

Calvin College

Staff Searches and Hiring Process

As commissioned by the FEN document, Calvin College "will develop a more ethnically diverse and welcoming staff and administration, one that increasingly reflects the multi-racial and multi-cultural character of the body of Christ ..."

In an effort to support the college with this mandate, Human Resources recommends the following changes to our hiring practices for staff.

Types of Searches

Full Searches - posted widely to attract a rich and diverse candidate pool

Internal Searches - posted at the College level for a limited time

Promotions - open only to employees within the same department

Positions exempt from searches

JEC reclassifications

Internal Reorganizations

Temporary positions

Definitions

Full Searches - will be used for most openings to attract a rich and diverse candidate pool.

Full searches will be comprised of internal and external resources. While the recruitment process is individually customized for each position, at a minimum, all external positions will be posted at the following locations:

Calvin College Job Board

Work at Calvin listserv

Calvin News

Calvin College website

Michworks website

Churches and outreach centers

Additional external publications and websites

Searches for positions with faculty status have additional requirements. Please see Human Resources for a checklist of necessary documents. The Provost Office will be able to provide details of the process and schedule requirements for hiring a position with faculty status.

Internal Searches - will be used when the college has a strong set of internal applicants

Limited searches are posted at the College level for a limited time (**minimum posting 5 business days**) and are closed to external candidates. Posting of positions will use only internal recruiting resources including Calvin News and Calvin Job Board.

Promotions -may be used when a department has a strong candidate within the department

In an effort to support employees' contributions and provide career opportunities for current employees, departments have the option for promotion. Promotions are only open to employees within the same department that meet the following requirements: they are a regular employee (not a temporary employee) at Calvin College, have exceptional work performance in the present job and have demonstrated ability to handle greater responsibilities.

Positions not eligible for promotions include Vice-Presidential and Dean Positions and/or Interim or Acting appointments.

Positions that do not require a search

- Position changes resulting from actions by the JEC do not require a search
- Position changes resulting from internal reorganizations
- Temporary positions do not need to go through the search process

Calvin College Staff Searches and Hiring Process

The Human Resources Department of Calvin College established a uniform procedure for hiring full-time and part-time, non-faculty, administrative and support staff members. Based on our hiring process, we use the following resources. 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
- Michworks website
- Calvin News
- Churches and outreach centers

Additional sites will be customized base on the search type i.e. local, regional or national.

Title of Position _____

Department _____

New Position Faculty Status? Yes No

Replacement position

Person vacating position _____

Budget Account No.

Date approved by Cabinet _____

Open date for posting and recruitment _____

Guest user account needed? Yes No

Closing date for acceptance or resumes or applications _____

Interviews to be scheduled from _____ thru _____

Targeted starting date _____

Submitted by (Dept Head or Supervisor) _____

Date _____

Approved by Provost or VP) _____

Date _____

Exempt Non-exempt Shift/Hours Only:

Full-time Part-time FTE: _____ Pay Grade/Level: _____

Date received by Human Resources _____