

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Recruitment and Hiring Process		SOP #: HR.001.06
Effective Date	5/12/16	
Last Revision/Review	4/29/2020, 10/7/2022, 4/27/23, 11/29/23, 6/12/2024, 11/19/2024	

1. Purpose

Burrell College of Osteopathic Medicine (the College) has established standards and processes for recruiting and hiring qualified individuals for vacancies within the college. The recruitment, selection, and hiring of employees is accomplished by the employing department with the approval of the Dean and/or President (as applicable), with Human Resources serving as a resource. It is the responsibility of the Department Head of the employing department to ensure that all steps in this SOP are followed. The recruitment and hiring of faculty positions is subject to additional procedures documented in the Faculty Affairs SOP referenced below.

2. Related Policy/Authority

The College's Employee Handbook
SOP FAF.003 Recruitment through Hire of Regular Faculty

3. Faculty/Staff Responsibilities

Office of Human Resources, Office of Faculty Affairs and Department Heads

4. Definitions/Abbreviations

Hiring Manager – The supervisor to which the vacant position reports. At the discretion of the Department Head of the employing department, the Hiring Manager's supervisor(s) may fill this role for the purposes of this SOP.

5. Procedural Steps

1. Prior to initiating the hiring process, hiring managers should contact the Office of Human Resources to:
 - a. Identify the position.
 - b. Ensure position is properly classified.
 - c. Ensure the job data (job title, pay grade, etc.) are appropriate.
 - d. Update job description with appropriate duties and responsibilities (if needed).
2. Hiring managers submit the *Personnel Posting Requisition* with all appropriate information.
3. Hiring managers may elect to form a search committee for any staff position; search committees are required for all faculty positions. The Search Committee Guide may be found at <https://burrell.edu/administrative-services/human-resources/>
4. Vacant positions are announced on the College's Work Opportunities web page for a minimum of five days. Hiring managers may also choose to announce their vacancies on various discipline specific/niche job posting sites. Some positions may be posted internally (i.e. appointed positions, lateral positions), with prior approval from the Assistant Vice President of Human Resources.
5. **Note:** In certain instances, the College may engage external recruitment, placement, or search firms to assist in filling high-level, specialized, or executive positions. These partnerships are particularly applicable for roles requiring niche expertise, confidentiality, or when internal recruitment efforts do not yield suitable candidates. For positions filled through an external search firm, it is at the College's discretion whether the job opportunity is posted publicly on the College's work opportunities page. Some positions may be exclusively managed by the search firm

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and may not be advertised through traditional channels in order to maintain a targeted, confidential, or strategic search process. As such, candidates for these roles may be sourced directly through the recruitment firm, and public posting may not be required or possible. The decision to post or not post a position will be determined on a case-by-case basis, in consultation with the hiring department and external search partners.

6. The College supports and encourages diversity, equity and inclusion strategies in the recruitment and hiring processes. The Chief Diversity Officer will be actively utilized as a resource throughout all phases of recruitment and hiring and is available to assist the hiring manager or search committee at any point in the process. Resources on diversity, equity and inclusion strategies in hiring may be found at <https://burrell.edu/administrative-services/human-resources/>.
7. The College supports and encourages hiring/promoting from within and will give preference to internal applicants when appropriate. Internal applicants must have been in their current position for at least 6 months and in good standing, to be considered eligible to apply for vacant positions.
8. Previous/current employees that have been or will be displaced from their position within the College due to the elimination of their position for business or budgetary related reasons, will receive preference (provided they have not received any disciplinary actions and are in good standing for at least the 6 months prior) for any vacant positions for which they meet the minimum qualifications and apply for. They will receive preference for the 6 months following displacement.
9. All announcements will be reviewed and authorized by the Assistant Vice President of Human Resources.
10. Applicants must submit an online application located under the Work Opportunities web page. Resumes are not accepted in lieu of the online application.
11. The Office of Human Resources will conduct the preliminary minimum qualification review for vacant staff positions. The applications will be referred to the search committee chair for vacant faculty positions, in compliance with SOP FAF.003.
12. Minimum qualification review decisions are to be made based on the minimum qualifications listed on the College's job description for the vacant position. The applicants' work history and education will be reviewed in the application to determine if the applicants meet the minimum qualifications for the vacant position.
13. A further review of applicant qualifications may be performed to screen applicants based on the preferred qualifications listed on the job announcement and/or the job description.
14. Only those applicants who meet the minimum qualifications for the job may be interviewed. The College will not interview those that do not meet the minimum qualifications. It is not required that an applicant be granted an interview for a job if the applicant has been considered recently for the same job.
15. Selection Committee Guide addresses the following:
 - a. Role of the Hiring Manager
 - i. Appointing a chair of the sections committee
 - ii. Reference Checks
 - iii. Rank Recommendation via Faculty Affairs
 - b. Role of the Chair of the Selection Committee
 - c. Charge of the Selection Committee
 - d. Role of the Selection Committee
 - e. Confidentiality
 - f. Conducting the Interview
 - g. Questions that Cannot be Asked in an Interview

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- h. Recommending Finalists to the Hiring Manager
- i. Records Retention
- 16. **NOTE:** If the hiring manager is not satisfied with the results of the Selection Committee recommendation process, he/she must submit a written request, outlining the specific reasons, and obtain approval from the Assistant Vice President of Human Resources to disregard the results. If the request is approved, the position can be re-announced.
- 17. Reference checking is conducted by the hiring manager or delegate of the hiring manager. See Selections Committee Guide.
- 18. Review of the public content of an applicant's social media page(s)/accounts via Facebook, Twitter, etc., is permissible. However, hiring managers are not permitted to ask applicants if they can view an applicant's social media accounts or request an applicant's social media account password.
- 19. Hiring managers will submit the following to the Director of Employment:
 - a. The completed Personnel Hiring Requisition - https://burrell.edu/wp-content/uploads/2023/08/Personnel-Hiring_Transfer-Requisition.pdf
 - b. Interview questions/Interview notes for each applicant interviewed.
 - c. Applicant reference checks – although reference checks can be done after the offer, but employment will be contingent upon passing a background check, drug screen & reference check.
 - d. Rank Recommendation from Faculty Appointment & Promotions Committee (faculty only) – see SOP FAF.003.
 - e. Dean's initialed approval of rank if the faculty candidate does not have a terminal degree (faculty only).
- 20. No offer of employment is to be made until all appropriate approvals are obtained. Once the approvals are obtained, the hiring manager will be provided with the information to make a verbal offer to the candidate. Upon the acceptance of the verbal offer, the Director of Employment will prepare and submit a formal offer of employment, job description, authorization of background check and drug screen to the candidate. a verbal employment offer may be made to the selected applicant. The verbal offer will be followed with an offer letter that will be prepared and submitted by HR.
- 21. Hire dates will typically be Mondays unless otherwise coordinated with the Director of Employment. Internal candidate hire date will be the beginning of a pay period.
- 22. Once approval for hire is given and an offer has been accepted, notification to all applicants will be coordinated with the Director of Employment.
- 23. HR checks the criminal history and performs a drug test of all finalists prior to hire unless the applicant finalist is a current College employee.
- 24. Potential employees who do not consent to a background check or a drug test are given no further consideration. Potential employees who provide false information are given no further consideration.
- 25. Any consideration of excluding an applicant due to criminal conviction(s) must be reviewed by the Assistant Vice President of Human Resources. Exclusion is based on whether the criminal conduct is job related and consistent with business necessity. If the potential employee is considered for exclusion, the Assistant Vice President of Human Resources will contact the hiring manager regarding this decision. The potential applicant will be provided the opportunity to provide an explanation as to why the exclusion should not be applicable to them. They will also be provided with a copy of the criminal history report and a *Summary of Your Rights Under the Fair Credit Reporting Act*.
- 26. Once the applicant has been given the opportunity to explain the criminal conviction(s), the

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Assistant Vice President of Human Resources may proceed with the approval to hire for the position or if the decision is to not hire, the potential employee will be notified. In this case, the hiring manager will proceed with forwarding a recommendation package for an alternate applicant.

Note: If a position has been vacated within six months of it being filled, the hiring manager may choose to select an applicant from the original job posting to make a secondary offer to once all approvals are completed through the hiring requisition process.

6. Reports/Charts/Forms/Attachments/Cross References

<https://bcomnm.org/wp-content/uploads/2016/12/Personnel-Posting-Req.-form-2.pdf>

<https://bcomnm.org/wp-content/uploads/2016/12/Personnel-Hiring-Requisition.pdf>

7. Maintenance

Human Resources; to be reviewed every January.

8. Signature

Approved by

Department Head of Human Resources

11.19.2024

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
4.29.2020	5	Added Step 5 to the procedure regarding elimination of position		4.29.2020
10.7.2022	5	Updates Steps 1, 2,3,4,7,23,25, Note		10.7.22
4.27.2023		Grammar and style correction		4.27.2023
11.29.2023	5	Updated criteria for internal applicants		11.29.2023
6.12.2024	3,5, 16	Updated links to resources (3,5), updated language (16)		6.26.2024
11.19.2024	5	Added language regarding use of external recruitment/placement/search firms.		