

HIRING PROCESS: Internal Without Interview Steps Including Outside Coaches, Seasonal, Stipend Employees, and Volunteers



SHADY SIDE
ACADEMY

1. Creation of Job Opportunity
 - Notifying of CFOO, Director of HR, and Chief Talent Recruitment and Development Officer
 - CFOO and Director of HR will establish range and confirm hire availability for position.
 - Hiring Supervisor in partnership with CTRDO** reviews/updates existing job description or creates description for new position
 - Description includes official position title, exempt or non-exempt classification, contract length and type
2. Launch Search
 - CTRDO post position** to Paycom and announces the opening to current faculty and staff via email.
 - CTRDO shares new job posting with new qualified candidates from "Permanent Opening Pool"
 - If job is to be posted with additional employment web sites or services, **Hiring Supervisor** coordinates such postings with CTRDO.
3. Reference Interview and Background Check
 - Review of references **conducted by Hiring Manager**
 - Background Search and Drug Test organized by **Director of Administration and Planning**
4. Hire Candidate
 - Hiring Supervisor** submits intended offer to **CFOO**, including the following information:
 - Official position title
 - Salary/Stipend Offer
 - Additional duties and any other contract terms
 - Hiring Supervisor** makes offer to chosen candidate via phone or email, upon approval by **CFOO** and according to agreed-upon terms
 - Hiring Supervisor** informs **Director of HR** of accepted offer, Paycom process begins.
5. Finalize New Hire
 - Director of HR** confirms all Paycom tasks are completed
 - Director of HR** contacts the following individuals/departments to address details of new hire needs:
 - Facilities:** keys and key fobs, if needed
 - Technology:** updates Veracross record with assigned contact information
 - Assistant Director Communications:** Name Badges
 - Hiring Manager** collects bio for website from new hire and announces new hire to faculty and staff via email.
 - Hiring Manager notifies Director of Planning and Administration:** Clearances
6. Volunteers
 - If candidate is a volunteer, they must still complete the onboarding process through Paycom. This allows us to keep track of clearance needs and conduct a background search.