Hiring Employees for Staff Positions (20.011)

Introduction
Brown University encourages applications from a diverse candidate pool, conducts fair and equitable recruitment processes and hires the best qualified candidate for every available staff position.

Policy Statement
The recruitment of candidates for regular positions at Brown University is the mutual responsibility of Human Resources and the department which has the job opening. Candidates are sourced through recruitment efforts designed to attract a broad and deep pool of diverse individuals whose backgrounds, skills and experience will be given full consideration in our selection processes.

All open positions must be posted in the online employment system for a minimum of five business days. Under certain limited circumstances, the Director of HR Services and the Director of Staff Diversity/EOO Officer may approve a request for a waiver of the posting process. For certain positions, an internal reviewer from Finance & Administration, Computing & Information Services and/or the Office of Sponsored Projects must be included in the interview and selection process.

No individual or department at Brown University may make an offer or arrangement to hire, promote, establish or change a salary, or provide any level of benefits without prior review and authorization by the University Human Resources. The Brown University Corporation has authorized only University Human Resources to make binding offers of employment, although the opportunity to communicate the offer may be delegated to a hiring department after HR approval of the Hiring Report.

All offers of employment are contingent upon completion of a background check satisfactory to Brown University.

Responsibilities
Hiring departments are responsible for:

- Justifying the need to fill a vacant position or create a new position;
- Assigning job responsibilities to a position through preparation of a written job description;
- Creating job requisitions;
- Maintaining staffing plans that must be submitted to senior officers and the Budget Office;
- Developing the hiring plan including identifying desired dates for advertising;
- Providing written documentation to support a request to post a position internally only, or to waive the mandatory posting;
- Reviewing application materials and conducting a fair and equitable interview and selection process;
- After identifying a desired candidate to hire, verifying employment references, and submitting an online Hiring Report to document decision-making process and the desired salary to be offered.

University Human Resources is responsible for:

- Assigning an HR Generalist to assist hiring departments in their search and selection;
- Presenting requests to hire to the Workforce Planning Committee or other review board for approval prior to beginning a recruitment effort;
- Authorizing waivers of posting in limited situations;
- Providing advice about advertising and placing advertisements in print or online;
- Upon request, screening and interviewing candidates;
- Upon request, serving on search committees;
- Upon request, checking candidate employment references;
- Reviewing hiring reports and authorizing hires;
- Initiating background screening, reviewing screening reports and consulting with hiring departments regarding the appropriateness of removing a hiring contingency to complete the hire.

**Procedures**

Procedural highlights to the hiring process include:

- Prior to beginning recruitment for vacant positions, all requisitions must pass through all necessary reviews and approvals.
- All open positions must be posted in the online employment system for a minimum of five business days.
- UHR may authorize posting a position internally only.
- Under certain limited circumstances, requests for a waiver of the posting process may be authorized. Waiver requests must be jointly approved by the Director of HR Services and the Director of Staff Diversity/EEO Officer. Example situations include:
  - The position requires specific, unique skills related to the position; the likelihood of a search identifying a more qualified candidate is negligible; and an immediate hiring need exists.
  - The position is of short, fixed duration (generally no more than one year) and it is imperative that a person be hired immediately.
  - The position is an established internship of limited duration (two years of less) and precludes opportunity for reappointment.
  - A grant awarded or moved to the University requires that a highly skilled employee begin work effective immediately and also that the selected candidate was previously associated with the particular project.
  - The selected candidate is a Brown employee who meets the qualifications for the position and whose current position is being or has been eliminated.
  - The department has filled a similar position within the past six months, does not underutilize women and minorities, and wishes to use the same applicant pool.
  - The department has undergone reorganization and wishes to reassign an existing employee to an open position.
  - The department is promoting an employee in accordance with the Transfer, Promotion and Job Change policy.
- For certain positions, an internal reviewer from Finance & Administration, Computing & Information Services and/or the Office of Sponsored Projects must be included in the interview and selection process.

Detailed information and forms for the hiring process are found in the Hiring Staff @ Brown Guide. This guide has been authored by University Human Resources and includes all the necessary steps for successfully recruiting new employees to Brown University.

**Forms/Instructions**
- Hiring Staff @ Brown Reference Check Form

**Related Policies**
- Employment of Relatives
- Employment of Minors
- Reference and Employee Screening

**Policy Owner** Approved by Vice President for Human Resources

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