



## Hiring Employees for Staff Positions Policy

POL 08.05.02

Effective Date: February 5, 2020

### 1.0 Policy Purpose

The purpose of this policy is to establish Brown's hiring practices. Brown University encourages applications from a diverse Candidate pool, conducts fair and equitable recruitment processes and hires the best qualified Candidates for staff positions.

### 2.0 To Whom the Policy Applies

This policy applies to staff positions at the University.

### 3.0 Policy Statement

The recruitment of Candidates for positions at Brown University is the mutual responsibility of University Human Resources and the department which has the Job Vacancy. Candidates are sourced through recruitment efforts designed to attract a diverse Applicant pool comprised of individuals whose backgrounds, skills and experience will be given full consideration in our selection processes.

All open positions must be posted on the University's career site for a minimum of five business days. Under certain limited circumstances, Vice President of Human Resources and the Vice President of the Office of Institutional Equity and Diversity 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.

University Human Resources is solely responsible for authorizing Employment Offers or employment changes to hire, promote, establish or change a salary, or provide any level of benefits without prior review and approval. Hiring departments are not authorized to make binding offers of employment; however, once the offer is approved by University Human Resources, the hiring department has the opportunity to communicate the offer.

All offers of employment are contingent upon completion of a background check and/or education verification satisfactory to Brown University.

### 4.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

**Applicant:** A person who applies to an open position at the University.

**Candidate:** A person who applies to and is under consideration for an open position at the University.

**Job Vacancy:** An open position that the department wishes to fill.

**Employment Offer:** A conditional offer of employment that must be accepted before proceeding with pre-employment screenings.

## 5.0 Responsibilities

All individuals to whom this policy applies are responsible for becoming familiar with and understanding the hiring processes for staff positions. University supervisors are responsible for promoting the understanding and support of this policy and hiring processes for staff positions.

### **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.
- Developing a hiring plan to attract a diverse Applicant pool.
- Providing written justification to support a request to waive a search.
- Reviewing application materials and conducting a fair and equitable interview and selection process.
- After identifying a desired Candidate to hire and verifying employment references, submitting an online Hiring Report to University Human Resources to document decision-making process and the desired salary to be offered.

### **University Human Resources is responsible for:**

- Provide consultation on tactical plans to fill the vacancy including sourcing, advertising, and other methods to attract qualified Applicants.
- Screening and interviewing Candidates as applicable.
- Serving on search committees as applicable.
- Reviewing hiring reports and authorizing hires.
- Compensation review and analysis.
- Initiating hiring process steps which include, but are not limited to, background screening and other required screenings.

## 6.0 Consequences for Violating this Policy

Failure to comply with this and related policies is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable (e.g., staff, faculty, student) disciplinary procedures.

## 7.0 Related Information

This policy is not a legal document. This policy does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies at any time for any reason.

Brown University is a community in which employees are encouraged to share workplace concerns with University leadership. Additionally, [Brown's Anonymous Reporting Hotline](#) allows anonymous and confidential reporting on matters of concern online or by phone (877-318-9184).

The following information complements and supplements this document. The information is intended to help explain this policy and is not an all-inclusive list of policies, procedures, laws and requirements.

**7.1 Related Policies:**

- [Employment of Relatives](#)
- [Employment of Minors](#)
- [Pre-Employment Screenings](#)

**7.2 Related Procedures:**

- [Pre-Employment Screenings SOP](#)

**7.3 Related Forms:**

- [Reference Check Form](#)

**7.4 Frequently Asked Questions (FAQs):** N/A

**7.5 Other Related Information:**

- [Hiring Staff at Brown](#)

**8.0 Policy Owner and Contact**

**8.1 Policy Owner:** Vice President for Human Resources

**8.2 Policy Approved by:** Executive Vice President for Finance & Administration

**8.3 Contact Information:** Director, Recruitment and Staffing Operations, University Human Resources

- Telephone: 401-863-1785
- Email: [UniversityHR@Brown.edu](mailto:UniversityHR@Brown.edu)

**9.0 Policy History**

**9.1 Policy Effective Date:** February 5, 2020

**9.2 Policy Last Reviewed:** May 8, 2020

**9.3 Policy Update/Review Summary:** Formatted to comply with the new University Policy Template. Policy disclaimer notice added in section 7.0 on May 8, 2020. Policy footer removed on June 19, 2020. Previous policy version superseded by this policy:

- Hiring Employees for Staff Positions (20.011), revision date January 30, 2019