



## POLICY ON RECRUITMENT OF NON-FACULTY PERSONNEL

*Dated: February 23, 2015*

*Supersedes: HR.104 Recruitment of Non-Faculty Personnel dated May 20, 2011*

### I. PURPOSE

To establish uniform procedures for the recruiting of qualified non-faculty personnel.

### II. POLICY

It is the policy of New York Medical College to recognize its legal and moral responsibility to assure equal employment opportunity to all qualified individuals. The College supports the commitment by utilizing recruitment strategies to attract and hire the most qualified candidates for positions.

### III. SCOPE

This policy applies to all College staff and CBU employees with the exception of Fellows and Students, regardless of funding source.

### IV. DEFINITIONS

- A. Recruitment - steps taken internally and externally to attract and hire new employees at New York Medical College.
- B. CBU - Union represented employee (Collective Bargaining Unit)

### V. PROCEDURE

- A. Qualified internal candidates can respond to the internal job posting and follow the procedures for consideration **Policy HR.113 - Job Posting**. The hiring department may request that Human Resources perform an external search consecutively.
- B. All CBU, Non-Exempt, Exempt, Exempt-1 and Officer positions will be posted in accordance with provisions of **Policy HR.113 - Job Posting**.

- C. All advertising for vacant positions will be coordinated through the Human Resources Department, the Employment Manager with full knowledge and approval of the hiring department. This expense will be incurred by the hiring department and should receive budget approval before being placed.
- D. Selected placement agencies or search firms will be used as an alternative recruitment measure. The Human Resources Department will obtain budget authorization in advance and coordinate and contact the agencies to avoid unnecessary fees.
- E. The Human Resources Department and the hiring department will be responsible for insuring compliance with NYMC Policy Statements on Equal Employment Opportunity following interviewing procedures which do not discriminate against any candidate on the grounds of race, color, religion, sex, age, national origin, marital status, disability, veteran status, sexual orientation or other protected characteristics.
- F. All Non-Faculty candidates will be interviewed by the Human Resources Department and the respective hiring department. The hiring department notifies Human Resources of the candidate of choice and Human Resources extends the employment offer contingent upon satisfactory references and background checks (when applicable).
- G. Reference and background checks (when applicable) will be conducted prior to the formal employment offer and satisfactory reference information obtained before the job offer is finalized. Candidates, at the time of application, are required to sign the **Application for Employment (HR 11)** to give authorization to conduct reference and background checks. The prospective employees involved in positions dealing with financial matters, a Criminal and Credit Background Check will be conducted. Reference verification and background check will be coordinated by the Human Resources Department.
- H. Documents that establish identity and employment authorization will be required of all hires on **Federal I-9 Forms (Employment Eligibility Verification)** and through E-Verify for employee's personnel file, within 72 hours of an employee's date of hire.

## VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

## VII. POLICY RESPONSIBILITIES

### A. Supervisors/ Administrators

1. Comply with the procedures outlined in this policy.
2. Make the final selection of personnel.
3. Consult with internal candidates' current department administrator regarding candidate's offer, date of transfer and vacation carryover or pay out.
4. Utilizing current I-9 and tax forms on the Human Resources website have new employee complete the forms prior or on first date of employment and submit to Human Resources with new hire PAF (personnel action form).

### B. Human Resources Department/ Affiliation Administration Office

1. Administer the recruitment and selection program.
2. Conduct Reference and Background checks (as required).
3. Ensure College-wide compliance with this policy.
4. Ensure College-wide commitment to Equal Employment Opportunity and Affirmative Action goals.
5. Schedule Orientation programs for new hires: Completion of I-9 and Tax Forms; Employee Physical Exams, Safety Training, ID Cards, Benefits enrollment.

## VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations

Responsible Executive: Director, Human Resources

Responsible Offices: Human Resources Department

### APPROVED:

EC Halperin

Edward C. Halperin, M.D., M.A.  
Chancellor for Health Affairs and  
Chief Executive Officer

2/24/15

Date