

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

HIRING FULL-TIME HOURLY PERSONNEL

1. Authorization to fill regular positions shall be pursuant to Procedure 4210.1. By receipt of an approved job posting, the Human Resources Office is informed of a vacancy.
2. Where appropriate, the Human Resources Office prepares a Notice of Vacancy (for posting and distribution) and notifies the union, where required.
3. Applicants must apply via the electronic application system for the specific position.
4. Where a position is not filled internally, the following procedure applies:
 - a. Applications are received and screened via the electronic application system.
 - b. Where required, qualified applicants are tested and/or all necessary certifications are received.
 - c. Final candidates are interviewed by a Selection Committee comprised of the hiring manager, Human Resources representative and other appropriate stakeholders.
5. The hiring manager notifies the Human Resources Office of his/her selection.
6. The Human Resources Office makes an offer of employment conditioned upon receipt of satisfactory results of the finalist's background and reference checks and College pre-employment physical exam.
7. The Human Resources Office initiates the Employment Authorization Form.
8. A personnel file is established for the new employee and retained in the Human Resources Office.
9. The Human Resources Office completes the appropriate new employee orientation, including benefits enrollment.

10. The Human Resources Office notifies all unsuccessful applicants of the employment decision.

Revised—September 27, 1977
Revised—August 8, 1988
Revised—September 21, 1992
Retyped—Department Change
June 24, 1996
Revised—Cabinet
April 9, 1997
May 2, 2006
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