

orientation, gender identity, age, religion, disability, national origin,

- B. Individuals are selected for employment as a result of their qualifications, skills and knowledge critical to perform the essential functions, duties and responsibilities of the job.
- C. Former employees who left the University in good standing may be considered for re-employment as per the guidance in the Rehire and Service Recognition policy.

VI. PROCEDURES:

- A. An employment requisition is required to hire full-time, part-time and temporary or term staff when there is a need to fill a vacant position due to a staff member leaving the position, or for the creation of a new position. For further detail please refer to the Staff Employment Process Guide.
- B. The employment requisition is initiated by the hiring department and submitted to Human Resources. Human Resources submits the information into in the online employment applicant tracking system.
- C. The completed requisition is routed electronically for administrative approvals via the online application system.
 - 1. Human Resources completes the requisition and forwards it to the responsible department head and divisional vice president for approval.
 - 2. If the requisition is approved at the departmental and divisional levels, it will be routed to the Budget Office who will verify the availability of funds.
 - 3. After the Budget Office verifies the funds available, the requisition is then routed to the Human Resources Department for final review and posting.
 - 4. The requisition may be denied or returned to the initiator for corrections or additional information during any step in the approval process.

1. Positions that are filled as part of a work experience, internship, externship, cooperative education program or project of limited duration requiring specialized or unique training and experience;
 2. Positions that are filled through transfer(s) necessary to support a reorganization, realignment or reduction in the size of staff that has been reviewed by Human Resources.
 3. Specific promotions or transfers that do not significantly alter the responsibilities and scope of the position.
- F. on-line application system.
- G. Applications not submitted within the posting period may be accepted by Human Resources but do not need to be considered.
- H. Internal applicants are encouraged to explore career development opportunities at the University and are responsible for monitoring employment opportunities as they are posted.
- I. Current employees are eligible to apply for any position for which they meet the existing minimum required qualifications. Internal candidates are encouraged to notify their supervisor when they apply for another position and are required to do so if they are selected to interview for the position.
- J. Staff members must serve in their current role for a minimum of one full year prior to applying for another position. The following employees are ineligible to apply for posted positions:
1. Employees who have not completed one full year of service in their current job at John Carroll University at the time of the initial date of the posting;
 2. annual performance evaluation within one year of the initial date of the posting;
 3. Employees who received a final written warning or have been suspended during the twelve months preceding the initial date of the posting; and
 4. Employees who have been placed on a Performance Improvement Plan at the time of the posting or who have not successfully completed a Performance Improvement Plan during the twelve months preceding the initial date of the posting.
- K. To be eligible to apply for a posted position, all applicants must meet the hiring qualification requirements for the position.
- L. References must be checked prior to making a verbal or written offer of employment. Internet or social media searches should not be conducted on any applicant without consultation with Human Resources.

- M. An internet or social media background search of a candidate may be conducted by Human Resources at the request of the department. This search can be done as part of the regular background check process performed by Human Resources on a consistent basis in a particular search.
1. The purpose of the search is to determine whether internet or social media information exists to indicate that a candidate has violated the law, has acted in a manner that would violate University policy, or that indicates an inability to otherwise support the mission, vision and/or values of the University.
 2. Typically, any such search should be based on publicly available information. Candidates generally will not be asked to provide

will be treated as an indication of poor judgment or lack of behavioral control. Therefore, the candidate will not be hired in such instances.

5. Subsequent to being hired, if an employee is convicted of a misdemeanor or felony while employed, the employee is required to discuss this with the hiring manager and Human Resources. Continued employment is dependent on the nature of the conviction

6. Human Resources will coordinate the appropriate notices to candidates concerning any adverse action to be taken as a result of a background check.

- O. Candidates for staff positions may be required to successfully complete other pre-employment screenings (i.e. credit checks, drug screens, fitness-for-duty exams, etc.)

A. Employment at Will Policy