HIRING

POLICY

Sherman College strives to hire qualified individuals to fill positions who will contribute to the overall strategic success of Sherman College. Each employee, while employed, is expected to make significant contributions to Sherman College. In hiring the most qualified candidates for positions, the following hiring process is applicable:

PROCEDURE

Request for Personnel Action Forms

Request for Personnel Action forms must be completed in order to fill Sherman College positions. These forms must be initiated by the department head, approved by the executive vice president and then forwarded to human resources. Personnel Action forms should indicate the position's hours, status, reason for the opening and salary/wage requested for the position.

Job Postings

Exempt and non-exempt job openings are posted via e-mail, as well as on the Sherman College website. However, the president may appoint administrative position vacancies at his/her discretion without posting. Jobs remain posted on the website until the position is filled or at management's discretion.

Internal Transfers

Employees who have been in their current position for at least one year may apply for internal job openings. Transfers will be made only with the agreement of both department heads involved. Promotions or transfers will be based on the employee's qualifications, ability to perform the job successfully and upon recommendation of the department head. Employees must complete the "Internal Application Form" and submit it to human resources along with their most recent resume. Human resources or the hiring manager will notify internal candidates who are not selected.

Positions are advertised externally based upon need. Human resources is responsible for placing all recruitment advertising.

It is the option of the hiring manager as to whether human resources or they screen applications and/or résumés and schedule interviews. Initial interviews are generally conducted by the hiring manager. Human resources will be available to participate in interviews at the discretion of the hiring manager. Team interviews may be conducted as needed for some positions. After the team completes the interview process, the results of the interview should be forwarded to the hiring manager for review. The hiring manager has ultimate responsibility for making a hiring decision.

All applications and resumes of applicants not selected will be forwarded to human resources for appropriate retention. Human resources will notify applicants that were interviewed but not selected about the closing of Sherman College positions.

Reference and Background Checks
At Sherman College reference and background checks are conducted on all positions prior to hire. This process is conducted to verify the accuracy of the information provided by the applicant. Examples may include checks of past employment, education, job-related accomplishments, criminal background checks, etc. In addition, designated positions will require additional background checks such as drug testing and/or a full consumer report.

Sherman College will ensure that all reference and background checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.

Once a decision has been made regarding interest in hiring an applicant an offer will be made contingent upon satisfactory completion of reference and background checks. As part of this process, each prospective employee must submit at least three professional references to be considered for employment at Sherman College. Applicants will be asked to provide the employer's name, telephone number, and address. Human resources will check references for all candidates.

Reference Checks on Former Employees
Responding to reference checks on former employees should be done legally and consistently, therefore all calls, contacts and written inquiries concerning current or former employees of Sherman College should be referred to human resources. No references shall be given by anyone other than human resources.

Record Keeping
All information obtained from the reference check process will only be used as part of the employment process and kept strictly confidential. Human resources will maintain the information and only approved human resource personnel at Sherman College will have access to this information.

Job Offers
Once human resources receives satisfactory results from the reference checks, human resources will notify the candidate to confirm the initial offer.

Initial Start Date and Orientation
On the initial start date, employees will complete the required paperwork and their new hire

orientation. Employees must complete the necessary paperwork in human resources.