

FROM THE OFFICE OF FINANCE & ADMINISTRATION

HIRING POLICY & PROCEDURES

OBJECTIVE

Chicago Theological Seminary believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to Chicago Theological Seminary. In hiring the most qualified candidates for positions, and to ensure compliance with employment law, the following process should be followed.

Chicago Theological Seminary is an equal opportunity employer. Chicago Theological Seminary does not discriminate in employment on account of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state, or local law in matters of employment.

HIRING PROCESS & PROCEDURES

Note: The Hiring Guide referred to below can be found on [myCTS/Finance & HR/Hiring Guide](#).

PERSONNEL REQUISITIONS

A [Personnel Requisition Form](#) in the Hiring Guide must be completed to fill Chicago Theological Seminary positions. Requisitions must be initiated by the Hiring Manager and approved by the VP of Finance and Administration. New positions also require approval of the President. Approved requisition forms are then forwarded to the human resource (HR) department.

INTAKE MEETINGS

HR will arrange a meeting with the Hiring Manager to conduct an intake meeting prior to posting a job opening to learn more about the recruiting needs and timeline. The recruiting strategy will be set during this meeting and expectations established with all the key stakeholders.

JOB POSTINGS

- Hiring Manager shall update the existing CTS Job Description as needed or use the [Position Description Template](#) found in the Hiring Guide to write a new one.
- All permanent staff positions must be posted internally for a minimum of one week, with the exception of promotions.
- Internal postings will be emailed to all faculty and staff.
- Positions may be posted externally, if desired. The external posting can run concurrent with the internal posting.

- External postings will be featured on the home page of the CTS website. Hiring managers may also request HR to post the position using temporary employment firms, print or web based job posting boards such as NPO.net and Higheredjobs.com.

The HR department will be responsible for tracking all resumes as required and forwarding to the Hiring Manager as requested.

INTERNAL APPLICANTS

Current employees with a satisfactory employment status may apply for internal job openings. The consent of the employee's manager and the HR department may be necessary for employees with less than one year of service with Chicago Theological Seminary. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. **Internal candidates who are not selected will be notified by the HR department.**

INTERVIEW PROCESS

The Hiring Manager will screen resumes prior to scheduling interviews. Initial interviews are generally conducted by phone by the Hiring Manager using a structured interview process. In the Hiring Guide, see the [Telephone Pre-Screen Guide](#) for phone interviewing instructions and ideas.

Selected candidates will be brought in for a face to face interview by the Hiring Manager and at least one other member of CTS. Each interviewer fills out the [Interview: Candidate Evaluation Form](#) for each candidate. The form may be edited to hiring manager's specific needs.

Hiring Manager should review the [Interview Guidelines](#) in the Hiring Guide before each interview to refresh their memories on what types of questions are not OK to ask due to the potential for it leading to discriminatory hiring practices.

Second interviews may be scheduled as needed for the top two or three candidates.

All [Interview: Candidate Evaluation Forms](#), along with candidate's resume and employment application, must be returned to HR to be maintained in accordance with record retention rules. Do not write notes on the resume as it may go into their permanent file.

REFERENCE CHECKS

The Hiring Manager is strongly encouraged to conduct professional reference checks and employment verification before making a verbal offer. The Hiring Manager may request HR to check the references. See the [Employment Reference Check Form](#) in the Hiring Guide for a sample or you may develop a form that is more suitable for your particular position. A minimum of three professional references should be required from each candidate.

JOB OFFERS

Once the Hiring Manager has chosen a candidate to make an offer, a meeting with the VP of Finance and Administration is required to discuss the candidate to ensure they can legally work for CTS, review any conflicts of interests, salary range for the offer, and any other terms and questions. Once the terms are agreed on, the Hiring Manager (or HR if requested) will make a verbal offer **contingent on the satisfactory completion of required background checks and testing.**

Once a candidate has accepted the position verbally, the Hiring Manager completes the [Payroll Change Form](#) found on myCTS. **After the form is received by HR, the required background checks will be completed.**

BACKGROUND CHECKS

Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing or any other relevant information for the job. Internal applicants must complete required background checks or tests not previously completed.

FINAL OFFER

If all references and the background check are satisfactory, the VP of Finance and Administration will issue a letter of employment to the selected candidate. If a candidate fails to accept an offer of employment within 7 calendar days, the offer may be rescinded by the company and an offer made to the next most qualified candidate, or the job search process can begin again.

Once HR receives the final signed letter of employment, HR will send onboarding instructions to the candidate.

POST HIRE FOLLOW-UP

The Hiring Manager then needs to do the following:

1. Notify external applicants who were interviewed but who were not selected for the position. See [Rejecting a Candidate](#) in the Hiring Guide for a sample letter and best practices.
2. Submit the [IT Resources New Hire Form](#) on myCTS/Finance & HR/Hiring Guide for IT needs including email, network access, shared drives, and equipment.
3. Submit the [Business Card Order Form](#) on myCTS/Finance & HR/Hiring Guide for business cards, if needed.
4. Send out an email communication to staff and faculty announcing the New Hire.

5. Set up time for new hire to meet with the Controller for orientation and IT Administrator to receive computer and phone tutorial.
6. Discuss office space needs with Director of Facility. If the same office is not still available, discuss with the VP of Finance and Administration.
7. Discuss whether a public announcement is needed with Director of Communications.