

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: SELECTION OF FACULTY/STAFF MEMBERS

When there is a vacancy within the College, TriHealth Policy and Procedure is followed to secure a replacement.

Selection is made from available qualified applicants. Candidates may be promoted from within the organization and/or recruited from other sources.

Selection is based upon qualifications as identified in the specific job descriptions and basic requirements designated by the Ohio Board of Regents, Ohio Board of Nursing and National League for Nursing Accreditation Commission and North Central Association as applicable.

Good Samaritan College of Nursing and Health Science reaffirms its commitment to nondiscrimination in accordance with Title VII of the Civil Rights Act of 1964, as amended by the Civil Rights Act of 1991 and the Americans with Disabilities Act of 1990, in that no otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity of the school because of race, color, religion, age, national origin, ancestry, handicap/disability, veteran status, marital status or sex.

Personal interviews may be held with the President, Deans, Department Chairs, Staff Supervisors and selected faculty and staff of the college as appropriate to the vacant position.

References related to past work and/or education experience are reviewed.

PROCEDURES:

1. A position is available.
2. Manager of the vacant position completes an appropriate form.
3. The completed form is routed to the respective Dean and President for their approval and signature.
4. If the filling of the position is not approved, the process stops.
5. If filling of the position is approved, the position is posted in the department for FIVE business days.

6. Human Resources conducts recruitment activities.
7. Human Resources posts open position in TriHealth.
8. Human Resources checks files for existing applicants.
9. If there is no candidate, Human Resources advertises in the newspaper and screens candidates.
10. Manager/Human Resources sets up interviews for candidates with manager.
11. Human Resources sends a rejection letter to non-acceptable candidates.
12. Acceptable candidates interview with the team.
13. The team makes recommendation to the Manager.
14. The Manager selects the candidate for the open position and notifies Human Resources.
15. Human Resources extends an offer to the candidate.
16. If the candidate rejects the offer, Human Resources checks for alternate candidates.
17. Human Resources extends alternate candidates an offer.
18. If there are no alternate candidates the process starts back with Human Resources checking files for existing applicants.
19. When the candidate accepts Human Resources offer, the position is filled.
20. Human Resources sends alternate candidates a rejection letter.

Approved By: _____ Date: 01/07/2002

Effective Date: 3/18/91

Review/Revision Dates: 5/00, 01/02

Responsible Committee: Faculty Development

GUIDELINES FOR INTERVIEWING TEAMS

1. Open Position
2. Manager calls Interviewing Team together (each Manager has current list).
Each team consists of 3 people - 2 members from same area and one other educated in the process.
3. Interviewing team meets
 - a. Review resumes (get from Manager)
 - b. Review tools
 - c. Set format
 - d. Determine possible dates available to schedule team interview
4. Interviewing team gives available dates to Manager
 - a. Applicant is notified by Manager
 - b. Times and place are arranged by Manager
5. Applicant is interviewed by team
 - a. Must cover each dimension
 - b. Can use your own questions
 - c. You don't have to use all the questions on the tool
 - d. Must use same questions for all candidates - can use additional questions to clarify or probe answers and resumes
 - e. Score independently - can change rating after discussion with team if clear rationale
6. Interviewing team meets to compare notes and ratings.
7. Interviewing team meets with Manager to give feedback. A copy of front sheet of Dimensions sheet goes to Manager.
8. Manager selects candidate
 - a. Manager Applicant Assessment Form goes to HR
 - b. HR gives offer
9. All other documentation is kept in personal files. Manager keeps Dimension Sheet copies in file in office.
10. Please give any new questions to Managers so other teams may use.
11. Manager has Interviewing Team Members and all candidates evaluate the process. Completed evaluations are given to Faculty Development Committee to compile.