

Staff Recruitment Process Guideline

October 2017

The College's goal is to ensure a fair and equitable process in the sourcing, interviewing and hiring of talented staff to join our campus community. Human Resources partners with hiring managers to support and guide this process.

Benefits eligible staff positions will remain posted for a period of time sufficient to allow for the development of a strong applicant pool. In all instances there is a 5 day posting minimum period. A strategy for outreach and advertising is developed collaboratively to ensure a broad and inclusive applicant pool.

A more detailed process is outlined below. Questions may be directed to the Assistant Director for Employment and Staffing or the Vice President for Human Resources.

Recruiting/Hiring Process

Bowdoin College currently uses the [Recruit](#) system to manage this process. The position management and applicant tracking modules are referenced below.

1. Job description reviewed/revised in position management.
2. Posting request initiated by hiring manager in applicant tracking. All positions go through an electronic approval process (dept. head; Sr. Officer, HR, budget, and President) before posting.
3. Hiring manager lists recommended sources of advertising in the request, including specialized publications or other resources. HR follows up to discuss advertising once request is approved.

Online Advertising Sources (varies based on the job):

Jobsinme.com
Indeed.com
Maine Job Link
LiveandWorkinMaine.com
MANP (Maine Association of Non-Profits)
Chronicle
Higheredjobs.com

LinkedIn
Twitter
Techmaine (IT jobs)
Educause (IT jobs)
CASE (Development jobs)
NCAA (Coach jobs)

Print Advertising Sources (varies based on the job)

Times Record
Portland Press Herald
Sun Journal

Forecaster
Coastal Journal

4. All job postings automatically include the following information. It is recommended that the hiring manager include a few sentences describing their department in the job summary section.

About Bowdoin:

Bowdoin College is a highly selective private liberal arts college, enrolling approximately 1,800 students. Through a need-blind admissions policy, the College meets 100% of students' demonstrated financial need with no loans. 32% of students identify as students of color, 5% of students are international, and 45% receive financial aid. Bowdoin is a dynamic living and learning community committed to fostering pluralism, building intentional community, and nurturing a commitment to the common good.

The College seeks academically and culturally diverse faculty and staff, welcoming applicants from diverse backgrounds, and/or who have experience working collaboratively with diverse populations. Bowdoin is set in the coastal New England town of Brunswick, Maine. Brunswick, a town of 22,000 residents, brings together elements of both city and country living including cultural offerings, a variety of restaurants, and four season activities for outdoor enthusiasts. Bowdoin's historic 215-acre campus, comprising 120+ buildings, is a brief walk to downtown Brunswick, and is 25 miles from Portland and about 120 miles from Boston.

EEO Statement:

Bowdoin College is committed to diversity, equity and inclusion and is an equal opportunity employer. We encourage inquiries from candidates who will enrich and contribute to the cultural and ethnic diversity of the College. Bowdoin College complies with applicable provisions of federal and state laws that prohibit unlawful discrimination in employment, admission, or access to its educational or extracurricular programs, activities, or facilities based on race, color, ethnicity, ancestry and national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, genetic predisposition, veteran status, or against qualified individuals with physical or mental disabilities on the basis of disability, or any other legally protected statuses.

5. HR typically attends the initial search committee meeting to discuss the following points and answer questions from the committee.
 - a. Resume Screening (set evaluative criteria based on job description and minimum qualifications)
 - b. Interview Questions (consistency in questions asked, legal questions, behavioral based questions and who on the committee will ask specific questions)
 - c. Interview Feedback (collection and review of committee feedback)
 - d. Other (search/candidate confidentiality, google, how to document, retention of search material, discuss unconscious bias)

6. Hiring Manager contacts HR after reviewing applications and provides a list of top candidates for phone interviews/in-person interviews.
7. HR reviews the overall applicant pool and either approves or recommends the committee reevaluate and consider additional candidates.
8. This review determines whether the position should close or remain posted for an extended period.
9. The hiring manager updates the applicant statuses in Recruit.
10. The hiring manager schedules phone interviews. Once phone interviews are complete, the top candidates are scheduled for on campus interviews (or via Skype for out of state applicants). HR typically interviews finalist candidates for benefits eligible positions. HR coordinates all travel for finalist candidates, if necessary.
11. A minimum of two references, preferably three, are conducted for finalist(s) by the hiring manager with at least one reference obtained from a prior supervisor.
12. The hiring manager electronically submits a hiring proposal to initiate the hiring process.
13. Once all approvals are obtained the hiring manager extends a conditional* offer and HR initiates the online background check via HireRight. A written appointment letter is emailed to the candidate from HR or the hiring manager. It is not necessary for the candidate to sign the appointment letter.
**contingent upon successful completion of a background check (required for all hires) and a pre-placement physical, as required*
14. If the offer is accepted and a pre-employment physical is required, HR provides instructions to the candidate to arrange the appointment with Orthopaedic Associates.
15. The offer is finalized with the candidate once all pre-hire components have been successfully completed.
16. Candidates who were interviewed are notified by the hiring manager that they were not selected for the position. All other applicants are notified by HR via e-mail once applicant statuses have been updated in Recruit.
17. HR enters the new employee into Workday, initiating the onboarding process. An ID# and email address/username is generated by the system. The new hire receives instructions from HR to contact the help desk to activate their Bowdoin account then can begin onboarding. Benefit elections will become available in Workday on the employees first day, if onboarding is complete. Employees have 30 days from their date of hire to elect benefits.

18. The hiring manager is responsible for facilitating the onboarding and orientation of their new hire, setting the stage for a welcoming and positive initial experience. HR offers a [guideline](#) in support of this.