

## **BOYCE THOMPSON INSTITUTE**

**PROCESS:** Filling Vacancies

**DATE:** October 1, 2001

**POLICY:**

BTI is an affirmative action/equal opportunity employer. In an effort to identify and attract qualified applicants to BTI, while at the same time increasing the representation of protected groups, and encouraging growth of current staff members, BTI supports a carefully planned and articulated strategy for filling each vacant position. Equal opportunity means providing access to employment opportunities to persons in protected classes. Affirmative action means taking active steps to assure that women, minorities, persons with disabilities and veterans (including disabled veterans) are represented in applicant pools and in BTI's workforce.

The use of any selection procedure that has an adverse impact on the hiring, promotion, or other employment opportunities of any race, sex, or ethnic group may be considered discriminatory and inconsistent with the Uniform Guidelines on Employee Selection Procedures (adopted by the EEOC).

**PROCESS:**

**Advertising and Posting**

Equal opportunity and affirmative action regulations require that BTI post all jobs internally and in the Cornell Chronicle. In addition, most jobs will be posted with the New York State Department of Labor. Using the job description as a guide, the project leader or supervisor writes a job announcement, including education and experience requirements. The job announcement is reviewed by Human Resources prior to release. Project Leaders work closely with Human Resources to determine the most effective recruiting strategy. Human Resources posts the job internally, with the Cornell Chronicle the NYS Department of Labor, and other sources as needed, including web sites, list serves and print media.

**Interviewing and Testing**

Project Leaders and supervisors are responsible for interviewing applicants for their vacant positions. Human Resources is available to assist if needed. The candidate pool should be sufficient to enable selection of several qualified applicants for interviews. If not, the supervisor should consult with Human Resources to discuss

further recruitment efforts.

Applicants called in for interviews must fill out and sign an **employment application**. Testing procedures are subject to federal regulations. Therefore, supervisors may not administer any pre-employment tests used in the evaluation and selection of applicants without prior approval from Human Resources.

### **Reference Checks**

Satisfactory reference checks are a condition of employment. Supervisors and project leaders are responsible for contacting at least two of the applicants' references and for verifying the applicant's background and credentials. At least one of the references should be a previous supervisor of the applicant. All reference and background checks must be documented and included in the final hiring packet.

### **Selection**

After interviewing all applicants, the hiring supervisor reviews all information and makes a hiring decision. If an opportunity exists to make an affirmative action hire consistent with BTI goals, the supervisor should select this individual. Questions regarding affirmative action goals should be directed to Human Resources.

Once a decision has been made, the supervisor confirms the hiring decision and appropriate salary with Human Resources.

### **Offers of Employment**

Once the selection is approved by Human Resources, the supervisor may offer the job verbally to the selected applicant. The supervisor composes an offer letter using the job offer template and turns it in to Human Resources. Human Resources will mail the offer letter and a packet of information, including:

- Job Description
- Information on Ithaca, if applicable
- Overview of Benefits

Offer letter will not be mailed until the Search Packet has been completed and turned in to Human Resources. The candidate must sign the letter accepting the job and return it to Human Resources.

### **Search Packet**

The supervisor must turn in a complete search packet to human resources to

complete the process. The packet consists of the following documents

- A completed Applicant Log
- All resumes and applications
- Reference checks for all final candidates
- All other data regarding the search, including copies of job postings listed by hiring manager.

### **Communication with Candidates**

Throughout the search process it is critical that BTI maintain communication with candidates. Postcards are available for supervisors to use notifying candidates that we have received their resume. At the completion of the search, all candidates are notified in writing of the outcome of the search. This can be done by the supervisor or by Human Resources.

*Updated 4/04*