

Hiring Policy - Staff

Policy Title	Hiring Policy
Policy Owner	Human Resources
Policy Approver(s)	Vice President of Human Resources
Related Policies	Onboarding Policy
Related Procedures	Orientation of Employee, HR. Onboarding of Employee, Hiring Manager.
Storage Location	This policy will be issued to each hiring manager, at the time of posting Job.
Effective Date	2025-03
Next Review Date	2026-03

Purpose

Fairleigh Dickinson University (FDU-V) strives to attract the most qualified individuals to ensure the attainment of its operational and strategic goals. The purpose of this Hiring Policy is to ensure a timely, equitable and effective employee recruitment and selection process.

Scope

This policy applies to the recruitment and selection of all permanent employees of FDU-V, as well as short-term temporary or casual employees (e.g. interns, summer students).

This policy does not apply to the procurement of contractor and consultant services.

Responsibilities

FDU-V's Human Resources Department is responsible for all employee recruitment and selection processes, including:

- Advertising vacancies and responding to related inquiries.
- Receiving and forwarding applications to those who are screening candidates.
- Contacting short-listed candidates for interviews.
- Advising those who are screening candidates on selection best practices and legal obligations.
- Extending offers of employment.
- Preparing employment contracts and agreements.
- Notifying unsuccessful candidates.
- Maintaining all documentation relating to the recruitment and selection process.
- Processing new employees for payroll and benefits.

Those who are screening candidates for their department will:

- Screen applicants according to impartial and established criteria related to position requirements.
- Apply a consistent recruitment and selection process.
- Select candidates for hire based on merit.

Hiring Committee Structure

- Committee Chair: Oversees the process to ensure adherence to protocol, legal requirements, and communicates with HR and candidates.
- Committee Members: Help develop selection criteria, assess candidates, and make decisions based on qualifications and job-specific needs.
- HR Representative: Ensures compliance with legal standards, assists with interview coordination, and guarantees fairness in the process.

Definitions

- Applicant – An individual who has submitted an employment application form.
- Candidate – An applicant that has been selected for the interview process.
- Conflict of interest – A situation in which an employee engages in activities or has any personal interests which might harm, or even have the appearance of harming, the interests, obligations or duties of FDU-V) or one of our faculty, staff or students.
- Vacancy – An open position created through the departure of an employee or the development of a new position.

Governing Laws and Regulations

- Canadian Human Rights Act
- Canadian Employment Equity Act
- Canada Labor Code
- Employment Standards Act
- Occupational Health and Safety

Policy

Equity

1. No applicant shall be discriminated against in any way on the basis of age, ancestry, colour, criminal conviction, family status, gender identity or expression, Indigenous Identity, Marital status, mental disability, physical disability, place of origin, political belief, race, race, ancestry, colour, and place of origin, religion, sex, sexual orientation, source of income.
2. FDU-V only hires qualified persons. No preference will be granted to any applicant beyond bona fide requirements and qualifications for the job.

Conflict of Interest

1. FDU-V does limit the hiring of individuals based on their marital or family relationship to existing employees. Limitations include:
 - a. Family members in the same department.
 - b. One family member reporting directly or indirectly to another family member.

- c. Situations which could give rise to risk in internal financial controls and accounting practices.
 - d. Situations which could give rise to breach of confidentiality.
 - e. Etc.
- 2. To avoid conflict of interest in the hiring process, no employee shall engage in proceedings that could affect the hiring, promotion, or salary of a family member. Use of influence or authority to help ensure the hiring of a family member is strictly prohibited.

Request for Hire

- 1. When a position becomes vacant, the head of the relevant department will submit a request for hire to the Human Resources Department to initiate the hiring process. The request for hire must include the following information:
 - a. Position title
 - b. Classification level (Professional Administrative, Staff)
 - c. Job Description
 - d. Nature (e.g. dates, schedule) and status (e.g. full time, part time) of the position
 - e. Targeted start date
- 2. The Human Resources Department will review the request and forward it to Human Resources in New Jersey for authorization.

Position Postings

- 1. All vacant positions that are authorized for hire will be posted both internally and externally to allow existing FDU-V employees the opportunity to apply to advance within the organization or move within or between departments.
- 2. The cost of any requested external postings will be approved by the Deputy Campus Executive.
- 3. All vacant positions must be posted for a minimum of 2 weeks, with the exception of immediate hard to fill positions.

Applications

- 1. All applicants must complete and submit an employment application form to the through the hiring portal to be considered a candidate.
- 2. FDU-V may also require a resume, CV, cover letter, a minimum of three references, and academic transcripts depending on the position applied for.
- 3. It is not the practice of FDU-V to send applicants confirmation of receipt of their application.
- 4. All applications that do not meet the current requirements of FDU-V for whatever reason will be retained by the Human Resources Department for 1 months. At the end of this time, applicants are welcome to re-apply.

Interviewing

- 1. FDU-V only interviews the most qualified candidates for a given position.
- 2. All internal applicants must notify their supervisor of their intention to apply for another position at the time they are granted an interview.
- 3. Interviewing and selection panels typically consist of the following individuals: HR representative, position supervisor, department head, other management, position peers. Candidates will be notified in advance of the selection panel membership.
- 4. The selection panel members will short-list candidates and hiring decisions will be made by consensus. If consensus is not achieved a majority vote rules.

5. The hiring manager has a 50% weighted average when voting.
6. If a candidate fails to show for the interview appointment barring reasonable unforeseen circumstances, it will be taken as a withdrawal from the recruitment process.
7. Interviewers must commit to structuring candidate interviews and questions in order to determine if the candidate's knowledge, skills and experience are a good match for the position in question.
8. FDU-V uses interviewing techniques including behavioral, competency and situational questioning to assess suitability for the position.
9. The following measures will be used to assess the quality of candidates: Evaluating competencies, deliberations and scoring criteria will be reviewed.
10. In some instances, the recruitment process may require candidates to travel from outside the region. In such cases FDU-V is prepared to pay for economy air/train fare, car rental, taxi fare, accommodations, meals for the applicant. A candidate should not have to spend more than one day at the interview site. The Deputy Campus Executive must approve all expenses incurred that are related to the recruitment process. Official receipts are required for any and all reimbursement to be paid to the candidate.

Offers

1. The selection panel must submit a recommendation to hire in writing to the Director of Human Resources.
2. The Campus Executive must approve all offers of employment.
3. If a candidate is selected, Human Resources will make conditional offers of employment in writing after the interview process is complete. These offers are conditional in that the candidate must agree in writing to abide by FDU-V policies, and submit to and pass any reference checks, criminal record checks, credit checks, medical clearance, drug tests, educational checks as conditions of employment. Any background or medical checks carried out must be related to the position.

New Hire Processing

1. Once an offer of employment is accepted by the candidate in writing, the candidate will be given a start date and time, a location to report, and the name of the person to whom to report upon arrival.
2. The current and future supervisors of an internal candidate selected for a position must work together to create and implement an appropriate role transition plan to ensure continuous and smooth operations.
3. Relocation expenses up to \$10,000.00 CAD will be paid by FDU-V. If a new hire chooses to accept relocation expenses, the employee is required to remain with FDU-V for a period of 18 months. If an employee chooses to leave prior to the end of the time-period, they must reimburse FDU-V a prorated amount of the relocation expenses.
4. All new hires must serve a probationary period of 3 months.
5. Orientation will consist of the following activities:
 - a. Completion of legally required paperwork.
 - b. Tour and introductions.
 - c. Parking information.
 - d. Payday information.
 - e. Time tracking expectations and procedures.
 - f. Benefits.
 - g. E-mail and telephone account set-up
 - h. Facility access set-up.
 - i. Policy training.
 - j. IT (confirming equipment) - > *direct supervisor will book laptop setup and request access to drives and shares.*

6. Orientation is paid. All work-related forms must be signed before the end of the orientation period and before actual work is performed.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing FDU-V. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for violation of this policy may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of system access.
- Disciplinary action according to applicable FDU-V policies.
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Agreement

I have read and understand the Hiring Policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or FDU-V policy.

Employee Name

Employee Signature

Date

Revision History

Version	Change	Author	Date of Change
1	New Policy	Gillian Hartinger	2025-03