

***Office of Human Resource Services***

**HIRING POOLS**

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| 1. The Position Authorization Form (PAF) and Vacancy Announcement (VA) are prepared in the college and forwarded to the HR Specialist for processing in Peopleadmin. Transcripts will be required as part of the application for all hiring pools.      1. The VA must include all affected disciplines with the college/school as well as all general requirements, e.g., a minimum 3 years teaching experience, terminal degree, etc.      1. The hiring pool must be updated and advertised every two years during Spring semester so the pool can be used the following academic year. 2. **Satisfactory completion of a background check is required after a conditional offer of employment has been made.** **Official transcripts are required.**      1. Each college/school shall establish an initial screening committee to evaluate applications as they arrive. The screening committee is to evaluate only if the applicant meets minimum qualifications applications are then forwarded to the respective departments.     The screening committee must keep a written record of:   * + All applicants.   + Number of denials and reason(s) for denial.     All applicants who are denied acceptance into the pool shall be so notified in writing. A copy of this letter shall be kept in the applicant’s file.    All applicants who are accepted into the pool shall be so notified, in writing. The terms of acceptance must be stated in the letter, e.g., temporary assignment, need for annual update, etc. |