

# Claremont Graduate University

## Human Resources and Payroll Procedures

### **NEW HIRES** (Non-Faculty)

When a position comes open, contact the CGU Human Resources Office regarding position level, salary range, benefit eligibility, and Affirmative Action hiring procedures. Benefit eligibility differs based on position level. The CGU Affirmative Action Policy requires a search committee for exempt positions grade 5 and above.

**A BACKGROUND CHECK IS REQUIRED FOR ALL NON-FACULTY NEW HIRES PRIOR TO ANY OFFER BEING EXTENDED.**

1. **REQUISITION FORM** - Employment Requisition Forms are available in Human Resources and must be completed for every open position. The hiring supervisor initiates the requisition form and includes a written job description as well as a descriptive paragraph to be posted. The requisition must be into Human Resources by **NOON WEDNESDAY** to be posted the following Monday. All requests for hiring must be approved and signed by the hiring Supervisor and appropriate Vice President.
2. **JOB POSTINGS** – CGU Human Resource will process the requisition including posting the position description in the weekly “Job Opportunity Bulletin”, placing advertisements as requested, and posting on the CGU and Claremont Colleges web pages. Each position must be posted a minimum of five working days. If an extension of the posting is required, contact Human Resources to include addition time periods.
3. **POSTING WAIVER** - *If the department head/supervisor believes it is in the University’s best interest to waive the affirmative action recruitment requirements, or a normal search strategy, he/she must prepare a written request and submit it, through his/her Senior Officer, to the President, who, in consultation with the Affirmative Action Officer (AAO), will evaluate the request. The department head/supervisor must receive written approval from the President. If the request is not approved, recruitment or a normal search strategy must proceed.*
4. **RESUMES** - Applications and resumes will be received in Human Resources. Each application will be logged and a confidential interview report will be attached before forwarding to the hiring supervisor. At the conclusion of the search, return the completed confidential interview reports to Human Resources.

5. **APPLICATION FORM** - A completed CGU application form is required for all employees. Blank application forms are available on line and from Human Resources and should be completed prior to the interview. A resume may accompany the application form but is not considered a legal document, as the applicant does not sign them.
6. **OFFER OF EMPLOYMENT** - Prior to making a verbal offer, contact Human Resources to schedule a background check on prospective applicant. Upon return of a cleared background check, contact the Associate Vice President, Human Resources for salary authorization and verbal offer review. **Human Resources will prepare the offer letter confirming salary, applicable benefits, INS requirements, instructions for payroll processing, and schedule a New Hire Orientation appointment.**
7. **AFFIRMATIVE ACTION FORM** – an Affirmative Action Form will be given to hiring supervisor with the requisition form. The completed form is to be returned to Human Resources prior to the new hires first day of work.
8. **NEW HIRE ORIENTATION** - The CGU Human Resources Office will schedule and conduct new employee orientations including an overview of The Claremont Colleges, CGU policies and procedures, benefit information, eligibility and enrollment, and payroll processing procedures. All applicable payroll forms will be completed by Human Resources.

HIREPROC06-08