

Effective Date: **June 1, 2015**

POLICY

EMPLOYMENT

Employee Handbook – Section 102 Recruiting, Interviewing, and Hiring

RESPONSIBLE OFFICE

Human Resources

102 Recruiting, Interviewing, and Hiring

Boston University's recruiting, interviewing, and hiring activities are conducted to ensure the employment of the best qualified individuals. These activities must be carried out in a manner consistent with the University's commitment to the principles of affirmative action and to ensure that minority group members, veterans, disabled individuals, and women are given equal opportunity for employment and promotion.

102.1 Recruiting

All recruiting efforts are coordinated by Human Resources. Only Human Resources is authorized to place recruitment advertisements or register position openings with employment agencies or search firms. Department Heads may not establish contractual arrangements with employment agencies or search firms. Any such arrangement must be approved and made by Human Resources.

All positions covered by this Handbook must be posted in the University's Job Opportunities listing for at least five (5) working days before an offer of employment can be extended, provided, however, that under certain special circumstances this requirement may be waived with the approval of the Chief Human Resources Officer of Human Resources or his/her designee.

All applicants must apply through Human Resources. This includes current employees applying for promotions or transfers within the University.

All applicants must fill out and sign a Boston University employment application.

102.2 Interviewing and Pre-employment Testing

Applicants who are interviewed by a hiring department may also be interviewed by Human Resources. This includes current employees applying for promotions or transfers within the University.

A current employee must inform his or her supervisor of his or her application for another position within the University at the time the employee schedules an interview in the hiring department.

Only Human Resources is authorized to administer employment tests.

102.3 Background Checks

To ensure a safe and productive workplace, Boston University conducts background checks on candidates being considered for employment in certain designated positions with the University. The background checks will include but are not limited to: a criminal history records check; Sexual Offender Registry Information (SORI) check; and verification of academic credentials, prior employment and the applicant's social security number. If required or applicable for the position for which the applicant has applied, additional background checks may include: a Massachusetts Criminal Offender Record Information (CORI) check; credit history; verification of professional license and/or certification; driver's license and record; healthcare fraud; professional references and fingerprinting.

Applicants for a position at Boston University will be asked to provide written authorization to

allow for these background checks. The applicant will need to supply accurate information regarding his or her current and former places of residence. The applicant is entitled to see the results of all background checks and will be provided the opportunity to correct any inaccurate information contained therein. A background check is initiated only if significant interest exists in an applicant's candidacy for the position to which the candidate has applied. All information is for employment purposes only. It is kept in strict confidence by Human Resources and is shared only on a need-to-know basis with the hiring supervisor.

102.4 Hiring

Employment references are to be obtained and reviewed before a final employment decision is made. Hiring departments are responsible for coordinating these activities with Human Resources. For an internal promotion or transfer to an exempt position, the hiring department must obtain a written reference from the candidate's current Boston University supervisor prior to an offer of employment being made by Human Resources.

The final decision on which candidate to hire is made by the hiring department in consultation with Human Resources.

Hiring departments are not authorized to extend either written or verbal offers of employment. Only Human Resources is authorized to extend an offer of employment.

Former Boston University employees may not be rehired without written authorization from the Chief Human Resources Officer of Human Resources.

102.5 Immigration Reform and Control Act (IRCA)

All new hires (employees hired after November 6, 1986) are required to produce proof of their identity and employment eligibility to their hiring managers as a condition of employment and in compliance with the Immigration Reform and Control Act (IRCA). This includes all full- and part-time, regular employees and all casual and temporary employees. The Employment Eligibility Verification Form (I-9 Form) must be completed for all new employees within three working days of the first day of work.

THIS POLICY STATEMENT IS PART OF THE EMPLOYEE HANDBOOK, AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
 - [101 Equal Opportunity/Affirmative Action Policy](#)
- [Faculty Handbook](#) (faculty)

Related BU Websites

- [Human Resources](#)
 - [HR Policies](#)
 - [Manager Resources](#) - HR Website
 - [Hiring and Recruiting](#)
 - [Temporary Personnel and Contractors](#)
 - [Volunteers](#)

Categories: Employment, Non-Represented Staff Keywords: Employee Handbook, hiring, interview, interviewing, recruiting, recruitment