



MOLLOY UNIVERSITY

Policy # HR.109
Job Posting and Hiring Process
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
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JOB POSTING AND HIRING PROCESS

Job Posting

It is the University's policy to identify and select the most qualified applicants to fill vacant positions. To allow internal candidates the opportunity to apply, all open positions are posted for a minimum of five (5) business days on the recruitment portal. Additional recruitment activities may be internal, external, or both.

Reference Checks

Past employers and other references that are supplied by candidates will be contacted to verify all information provided on an employee's application and during the interview process. Falsification of any of this information is grounds for immediate dismissal.

Rehiring of Former Employees

Molloy University will consider rehiring former employees if and when appropriate positions become available.

Internal Transfer and Promotion

Transfers and promotions provide staff with the opportunity for career growth and advancement within Molloy. Supervisors are encouraged to consider internal candidates from within their own entity or department as well as from other entities or departments throughout Molloy. Those staff who have successfully completed six months of employment at Molloy are eligible to apply for open positions at Molloy.

Outside Employment

If a full-time employee has two employers, the primary employer is considered to be Molloy University. If any conflicts occur between the second employer and Molloy, the needs of Molloy must be met first. Inability to satisfy the University's employment requirements due to outside employment will be considered grounds for disciplinary action up to and including termination.

Hiring of Relatives

If a candidate is a relative of a current Molloy employee, they can be considered for employment in another University department or division with the approval of the Vice President responsible for

the department, and the Director of Human Resources. For this purpose, relatives will be defined as spouse, son, daughter, brother, sister, stepchild, parent, grandparent, aunt, uncle, niece, nephew, or any dependent.

Reinstatement Rights

If a Molloy University employee is rehired, continuity of service for purposes of benefit waiting periods and vacation accrual will be granted according to the following schedule.

<u>Length of Employment</u>	<u>Break in Service</u>
Less than 3 years employment	Less than 6 months
3 – 5 years of employment	Less than 9 months
5 years of employment plus	Less than one year