1. Vacancy is announced to the Office of Human Resources and Risk Management by means of a letter of resignation from the employee along with a memo from the supervisor advising the desired date for filling the position. If the position is a newly established one, approvals must come through the Vice President for Business Affairs and Treasurer.

2. Position is announced in the following issue of the *Asbury College Circuit* and by posting the position at the College Post Office and various other locations on Campus. This will allow applicants from within Asbury College the first option to apply.

3. Applications (active) are forwarded to the department head responsible for the interviewing process. The Office of Human Resources and Risk Management will only send those applicants who appear qualified for the position unless otherwise directed. It is understood that until the total evaluation process is complete and references checked we cannot know if a person is fully qualified for hire.

4. The person responsible for interviewing will choose applications of the individuals to be interviewed.

5. Interviews will be set up by the interviewer with the applicant. (During the entire process the Office of Human Resources and Risk Management will be available to assist and/or counsel in any way needed or desired. This is a flexible process and some departments may wish to handle the entire process while others may desire assistance.)

6. Interviews are held.

7. A decision for recommendation is made by the department head and the Administrative Officer of the department.

8. The Office of Human Resources and Risk Management will be notified of the department’s choice of applicant.

9. At this time references will be checked. Human Resources will be glad to check references. By choice if a department head wishes to discuss the person recommended with a previous supervisor he/she may wish to check the reference personally.

10. The Office of Human Resources and Risk Management prepares a Personnel Action Form (P-1, see attached) in conjunction with the salary set by the Vice President of Business Affairs and Treasurer.
11. The appropriate Administrative Officer will interview all full-time employees before an offer of employment is extended. Interview of part-time employees is at the discretion of the Administrative Officer.

12. Proper signatures are obtained from the Department Head, the Administrative Officer and the Vice President for Business Affairs and Treasurer. NO OFFER FOR HIRE IS TO BE EXTENDED WITHOUT APPROVAL FROM AN ADMINISTRATIVE OFFICER!

13. Administrative Officer or his/her representative notifies the applicant and discusses approved salary and makes the offer of employment.

14. If the applicant accepts, the Office of Human Resources and Risk Management is notified and an appointment for orientation is set.

NO PERSON WILL GO ON PAYROLL WITHOUT THE APPROVED AND SIGNED PERSONNEL ACTION FORM (PAF)

May 2005