

Employment Process

Policy Adopted for BUCOM 9/29/2022

Policy Information			
Policy# :	GEN.2026	Reviewed Date(s):	10/05
Date Created:	January 1, 1995	Revised Date(s):	10/11; 9/13; 9/16; 11/21
Responsible University Administrator:	Adonna Caldwell	President Council Approved Date:	February 2, 2017

1. Purpose

- 1.1. To define an efficient system for providing corporate-wide employment services while maintaining Baptist market/entity/facility/departmental hiring authority.
- 1.2. To develop a collaborative hiring process through which the most qualified candidates are selected.

2. Policy

2.1. Eligibility

- 2.1.1. Applicants who meet job qualifications are considered for employment/placement. Job descriptions and specifications are used as the primary standards for determining an applicant's eligibility for employment or promotion/transfer within the University.

2.2. Interview/Referral of Applicants

- 2.2.1. Baptist Employment Services/Human Resources representatives determines the most qualified candidates and make referrals to hiring managers in accordance with the Baptist Employment Process. Qualified Baptist employees (internal applicants) typically receive preference when applying for vacant positions. However, Baptist employees whose current positions are affected by job redesign, reorganization, etc., receive primary consideration when applying for vacancies.

2.3. Selection

- 2.3.1. The hiring manager interviews applicants referred and selects the most qualified based on job-related criteria such as work history, availability, education, and skill level.
- 2.3.2. Applicants with disabilities may request reasonable accommodations to be made to perform essential job functions in accordance with the Americans with Disabilities Act (ADA). Requests for reasonable accommodations under the ADA require advance review and approval. Corporate Human Resources will facilitate this interactive process.

2.4. Employment Offer

- 2.4.1. Selection decisions are made by the hiring manager after candidate(s) have completed the pre-employment process.
- 2.4.2. Employment offers are contingent upon successful completion of the post-offer pre-employment process to include a health evaluation, background check, licensure verification, if applicable, and presentation of all other required employment documentation. Offers are confirmed until successful completion of the post-offer pre-employment process has been completed.

2.4.3. Internal promotion/transfer/demotion arrangements are coordinated by Employment Services/Vice President of Administrative Services in accordance with Promotion/Demotion/Transfer policy.

2.5. Faculty Employment Process

2.5.1. Refer to Hiring of Faculty and Initial Appointment to Rank Policy and Process.

3. Definitions

3.1. None.

4. Procedure

4.1. None.

5. Related Information

5.1. None.