RECRUITING & ONBOARDING PROCESS

Haverford College utilizes a recruitment process that facilitates the employment of those individuals who are best qualified to serve the needs of the College. Committed to the importance of diversity and inclusion, an Affirmative Action Policy and Equal Opportunity employment process allows us to strengthen our community and services with a highly-qualified, diverse group of employees. Details of employee recruitment are available through the Office of Human Resources and at www.haverford.edu/sites/default/files/Office/HR/staff-recruiting-process.pdf

Typically, staff members are recruited via the College's human-resources-management system, Workday, and employment applications are processed online and screened via Workday.

Both internal and external applicants may visit the College's job website to view positions and to apply for available positions. Applications are not accepted for positions that are not posted.

Faculty are recruited via the Provost's Office; however, all positions are posted on the College's website.

Employment Eligibility

All offers of employment are contingent upon verification of the right to legally work in the United States. Through the onboarding process, employees are asked to complete the federal Form I-9, Employment Eligibility Verification Form. New employees must provide original documents verifying employment eligibility in the United States and identity as required by federal law, within three days of the start date. If an employee is unable to provide this verification, the College may be required to terminate employment.

New Hires

Haverford College welcomes new hires to our campus and uses an onboarding process to assist in a successful transition into our community

Onboarding occurs in three phases:

- Phase I is an in-person orientation with the Office of Human Resources. This typically occurs on the first day of work, in which new employees are scheduled for an onboarding session that includes an introduction to Workday, benefits, and pertinent employment policies. New hires are required to bring their verification of employment eligibility- I-9 documentation to this onboarding session.
- Phase II is initiated online via Workday. At this stage a new hire has been given access to Workday in which they enter their personal data and payroll information. Employees are encouraged to read the Handbook carefully and to contact the Office of Human Resources with any follow-up questions.
- Phase III is initiated by the hiring supervisor. New hires are oriented within their respective departments regarding departmental process and procedures.

Supervisors will orient new employees to their respective departments and to the campus at large. The responsibilities of a position will be described in detail at the time of employment.

Supervisors will advise a new employee of the expectations and the criteria to be used in evaluating the employee's performance. An Introductory Period Review typically takes place after 90 days for staff, and an annual evaluation ordinarily takes place in early spring prior to and in alignment with the review of the fiscal year salary increase. Note that salary increases are not guaranteed.

For faculty, please consult the Faculty Handbook regarding evaluation procedures and timeline.

Reimbursement & Moving Expenses

The College will pay up to $5,000 of the necessary and reasonable moving expenses of newly appointed full-time, tenured-track faculty and exempt employees who must move in order to accept a position with the College. For newly appointed tenure-track faculty, this amount may include one house-hunting trip with the purpose of seeking a residence near the College. All such expenses must be adequately documented with a list of expenses supported by invoices, receipts, etc. The request for reimbursement must be submitted within 60 days after expenses are incurred or paid.

Only with prior approval of the President, Senior Vice President for Administration and Finance, or Provost, an amount up to $10,000 may be permitted in certain special or exceptional circumstances.

Subject to, and as a result of the Tax Cuts and Jobs Act, the reimbursement for moving expenses is taxable and not able to be reimbursed on a non-taxed basis. Moving-expense reimbursements will be reported on Form W-2 and will be taxable.

Introductory Period

As a new staff member, the first 90 days of employment is considered an Introductory Period.

During this time, the employee’s supervisor will discuss with them expectations, responsibilities, and College policies and practices. An Introductory Employment Period Review is expected to be completed after the first 90 days of employment.

To complete the Introductory Period successfully, staff must achieve an overall satisfactory rating on the Introductory Period Review. Employees are not eligible for promotions or job transfers during this 90-day introductory period. Staff are not guaranteed employment for the Introductory Period, nor does completing the Introductory Period guarantee employment for any period of time thereafter.

During the 90-day Introductory Period, paid vacation and sick time is not guaranteed but is contingent upon the supervisor’s approval. There is no vacation time payout for employees whose employment does not continue beyond the 90-day Introductory Period.