



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

Orlando College of Osteopathic Medicine

Policy Order Number: D051
Effective Date: August 20, 2022
Revised Date: August 20, 2022
DEAN APPROVED: August 20, 2022

Robert T Hasty, DO, FACOI, FACP
Dean & Chief Academic Officer

Policy Title: Recruitment & Hiring Policy

OCOM has established standards and processes for recruitment and hiring qualified individuals for employment opportunities at OCOM. The recruitment, selection, and hiring of employees involves the supervisor (who is the hiring manager), human resources, and other employees who are relevant stakeholders, where authorized by the Dean/CAO.

All vacant positions must be budgeted and approved for hiring prior to recruitment and appointment. Budgeted continuing positions or for newly established positions may only be done where authorized by the Dean/CAO.

All positions must have an approved job description on file and posted within the organizational chart, as well as the website, prior to recruitment and appointment. Such description must contain all manifestly job-related criteria necessary for successful performance of the duties and responsibilities of the position.

All plans for position recruitment must be reviewed in advance by the Human Resources Manager/Director of OCOM (or CFO and/or Dean/CAO if prior to HR starting). Recruitment must be conducted in compliance with the equal opportunity commitments of OCOM as well as any and all federal, state, and local laws. Employees and agents of the OCOM are prohibited from violating applicable federal, state or local nondiscrimination laws in conducting recruitment activities on behalf of the OCOM. OCOM is an equal opportunity employer. Please refer to OCOM's non-discrimination



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

policy. After approval of the job request, HR (or the Office of the Dean/CAO) shall post the position on Workable under OCOM's official account. This shall automatically be posted to OCOM's website at ocom.org/employment. Advertisement of selected positions on selected advertising platforms in addition to the Workable distributed channels, as applicable, may be done where authorized by the Dean/CAO. The HR Manager/Director (or CFO and/or Dean/CAO) shall perform phone screenings on qualified candidates for the purpose of discussing OCOM's hiring process, reviewing the job description with the candidate, confirming whether the candidate meets the job requirements, discuss the salary and benefits with the candidates, answer any questions, and discuss potential next steps with the candidate. Only those applicants who meet the minimum qualifications for the job may be interviewed. OCOM will not interview those that do not meet the minimum qualifications. The Interview Team shall be led by the Hiring Manager and include relevant stakeholders (as determined by the Hiring Manager and/or Dean/CAO). Each member of the interview team uses a structured approach for all of the interviews. This structured approach involves being clear about the competencies needed in a job candidate, preparing questions ahead of time, and sticking to the agenda. Interview questions must be established prior to the scheduling of interviews or screening of applicant's qualifications. Selection criteria used to formulate interview questions must be matched to critical job relevant requirements and business necessity and must be based on the knowledge, skills, abilities, competencies, training and/or experience needed to perform the job. After obtaining feedback from the Interview Team, the Hiring Manager shall make recommendations for hiring and is contingent upon where authorized by the Dean/CEO. No offer of employment is to be made until all appropriate approvals are obtained. All recommended candidates shall be considered contingent upon successful passing of all background checks, reference checks, or other reasonable and lawful due diligence where authorized by the Dean/CAO.

Offer of Employment. Offers of employment may only be extended in writing and must be approved in advance where authorized by the Dean/CAO. Employment offers and employment agreements shall only be extended by the Human Resources Manager/Director where authorized by the Dean/CAO. No written contract of employment is valid and binding on OCOM unless and until signed by the Dean/CAO or their duly authorized designee.

This policy and all OCOM policies shall be posted at ocom.org/policies.