



Southern
New Hampshire
University

SNHU Hiring Policy

Issuing Authority: The SNHU People Team

Responsible Officer: Heather Baram, Chief People Officer

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Purpose

Southern New Hampshire University (“SNHU”) is committed to fostering a workplace that embraces diversity, promotes equity, and ensures fair and inclusive hiring practices. This Policy establishes principles to guide inclusive hiring practices, ensuring a timely, equitable and effective employee recruitment and selection process.

Scope

This policy applies to the recruitment and selection of all employees of SNHU except for student workers and the procurement of contractor and consultant services, all of which are managed through separate processes. The recruitment and selection of executive level positions, including management level 1-3 (Vice President and above), may follow a different process.

Roles and Responsibilities

All required roles must complete training on compliant and inclusive hiring practices that align with the university’s commitment to equity, diversity, and inclusion before engaging in the hiring process.

Required Roles:

The *Hiring Leader* is responsible for hiring an employee, or employees, to fill open positions. Hiring leaders are typically from the hiring department and often serve as the new hire's future supervisor. They are responsible for drafting job descriptions, ensuring budget, and partnering with their HR Business Partner and Talent Attraction Partner throughout the hiring process.

The *Human Resources Business Partner* (HRBP) acts as a strategic partner with the hiring leader to align business objectives with people strategy. The HRBP supports the finalization of job descriptions, liaises with the Compensation Team, and creates job requisitions.

The *Talent Attraction Partner* (TAP) collaborates with hiring leaders to strategically source, screen, and manage the full recruitment lifecycle. The TAP is responsible for driving inclusive recruitment practices and ensuring a streamlined candidate experience.

Optional Roles:

A *Diverse Interview Panel* is a group of people who conduct interviews for job candidates and come from various backgrounds, roles, and experiences. A diverse interview panel should include members of different genders, races, ages, nationalities, and abilities.

A *Hiring Committee* is a group of people selected by the Dean or hiring leader to partner with the TAP throughout the recruitment process. Search committees can help write the position job description and assess candidates. Search committees partner with the TAP to provide a final hiring recommendation to the Dean or hiring leader. A hiring committee should include members of different genders, races, ages, nationalities, and abilities.

A *Subject Matter Expert* is an individual who is asked to participate in the job creation or interview process based on their expertise and knowledge of the essential functions required of the position. This is often an incumbent, former employee of the position, or an individual with a similar position within the unit or organization.

Policy

SNHU is committed to removing historic, systemic, and structural barriers that hinder equitable hiring outcomes. All hiring processes at SNHU will comply with applicable law and applicable requirements of the SNHUPEA Master Agreement, as well as SNHU policies regarding remote work, compensation, benefits, background checks, and other generally applicable employment policies. In furtherance of this commitment, we have established the following principles to guide our hiring process:

1. All open positions will be reviewed to ensure they align with business needs.
2. Screening and selection of candidates will follow SNHU's Hiring Process Requirements to ensure equity and opportunity for all qualified candidates.
3. Southern New Hampshire University reaffirms its continuing commitment to afford qualified or qualifiable individuals an equal opportunity to compete for employment and advancement within the University. To ensure equal employment opportunity, Southern New Hampshire University shall not discriminate against any individual or group because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability, age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis.
4. All employment decisions will be based upon the individual's qualifications for, and ability to perform the essential functions of the position, with or without reasonable accommodation and without regard to the applicant's protected status.
5. SNHU may limit the hiring of individuals based on their marital or family relationship to existing employees and other potential conflicts of interest as provided in applicable SNHU employment policies.
6. All participants in the hiring process must comply with this policy and all Hiring Process Requirements. This Policy and the Hiring Process Requirements may be updated as deemed appropriate by the People Team. Violations of this Policy, or the Hiring Process Requirements may result in disciplinary action up to and including termination of employment.