

SECTION: Human Resources

NUMBER: A-001-02-0002

AREA: Employment

DATE: 10/01/2021

SUBJECT: Application for Employment

REVIEWED: 12/13/2022

I. PURPOSE

To provide documentation on employee qualifications and experience, a résumé/vitae and/or RMC application is required of all individuals seeking employment at Rocky Mountain College.

II. POLICY

A. Requirement

Positions at Rocky Mountain College may be required to submit a résumé/vitae, cover letter, and RMC application clearly indicating the available position for which they are to be considered a candidate. Unsolicited résumés for positions will be sent a letter/email to the effect that we currently do not have any openings in their area of expertise.

B. Routing

Staff

Résumés for staff positions will be sorted and screened by the Human Resource Department to determine if the minimum qualifications of the position are met. Those meeting the minimum qualifications will be referred to the hiring department. Applicants for staff positions not meeting minimum qualifications will be notified in writing by the Human Resource Department that their résumés will not be considered.

Faculty

Résumés/vitae and RMC application for faculty positions will be referred to the Chair of the respective search committee and will be screened and sorted by the Human Resource Department with applications meeting the minimum qualifications and applications not meeting the minimum qualifications.

C. Falsification

Falsification of information provided in the résumé/vitae or RMC application shall be cause for immediate dismissal.

D. Transcripts

Candidates who are selected and offered employment must furnish an official copy of their highest transcript, if applicable.

E. Final Letter

Applicants who are interviewed but not offered the position are personally called on the telephone by the hiring department and applicants who are not interviewed are sent a letter by the Human Resource Department.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees