



Employment



Today You Will Learn...

- What areas of the College each recruiter supports
- What Babson's hiring process is
- How hiring student employees is different than hiring regular employees
- How to hire temporary or contract employees



Areas of Support

Sandy Breda

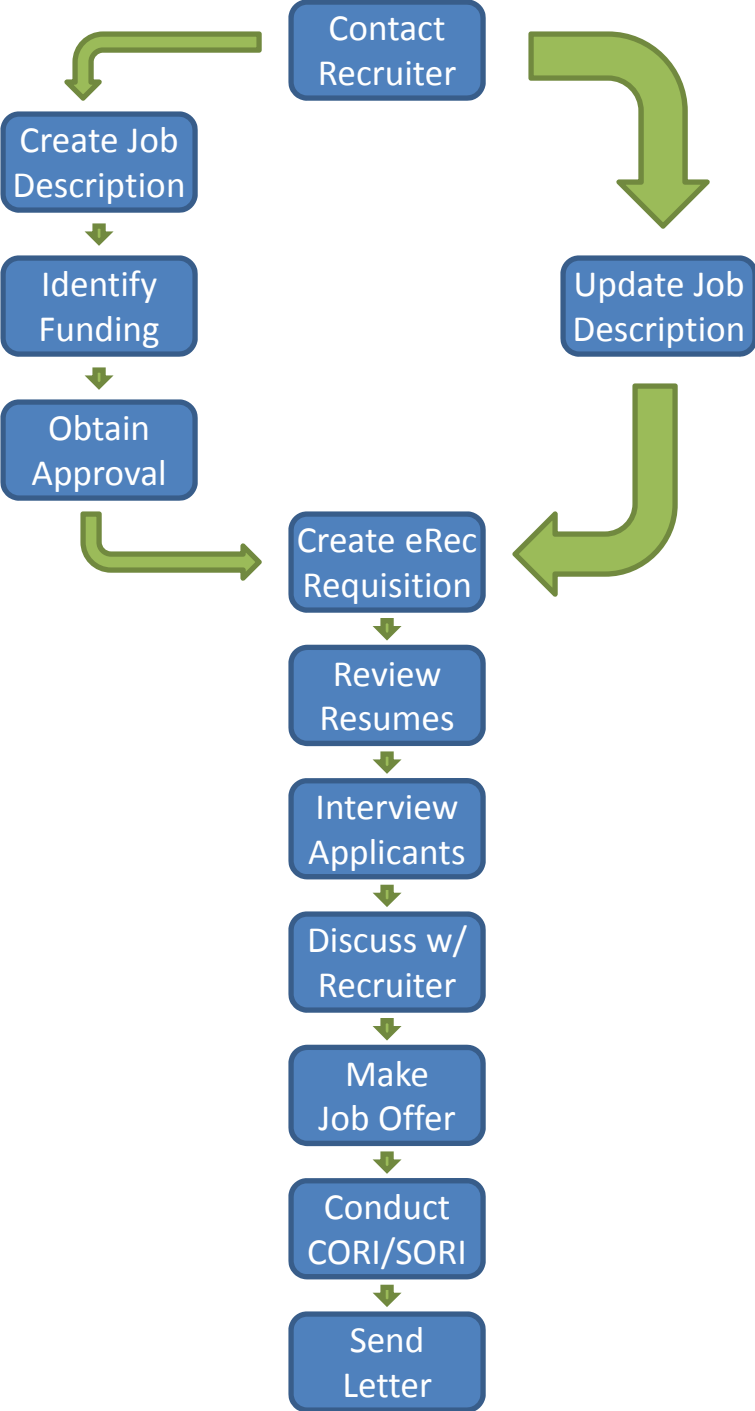
Advancement
Business Affairs
Financial Services
ITSD
Marketing
President's Office

Theresa Holland

Academic Affairs
Babson Executive Education
Graduate School
Student Affairs
Undergraduate School

New Positions

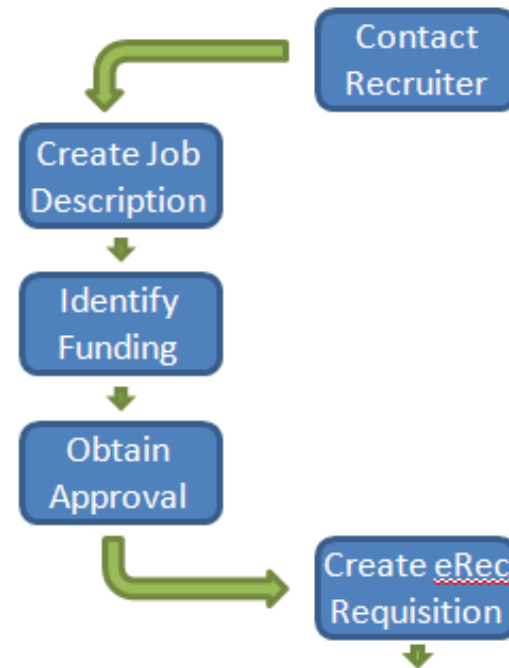
Existing Positions





Creating New Positions

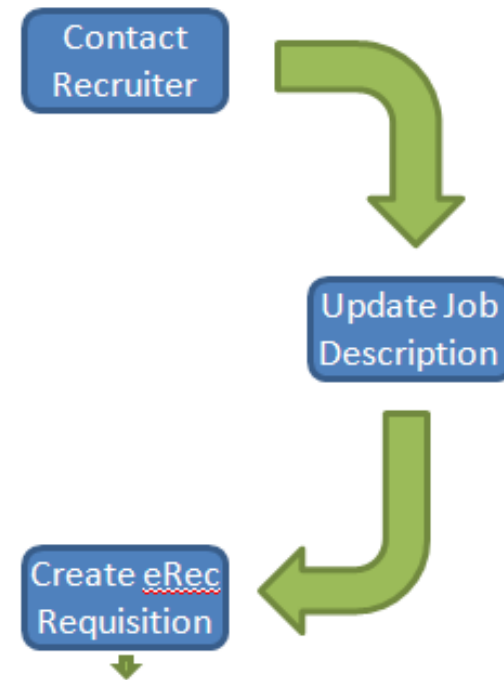
- Contact Recruiter
- Create New Job Description (work with Manager, Compensation)
- Identify Funding (work with Budget Office)
- Obtain Approval from Division Vice President/Dean





Replacing an Existing Position

- Contact Recruiter
- Update Job Description
- Create Requisition through eRecruitment (online user guide available)





Interview Process

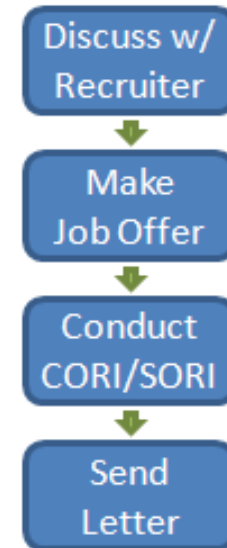
- Review Resumes
- Interview Guide and Behavioral Interviewing -
<http://www3.babson.edu/Offices/HR/FacultyStaff/forms/>
- Sample Interview Process
 - *Phone Screen*
 - *Campus Interview (Recruiter and Hiring Manager)*
 - *Final Campus Interview - Hiring Managers Discretion (Hiring Manager and additional staff)*





Offer Process

- Discuss offer with Recruiter
- Conditional Offer Extended
- Confirmation Letter





Student Employment

- Posting jobs
- Student Employment Paperwork
- Hiring International Students



Independent Consultant and Temporary Employees

- Contact Recruiter
- Temporary Employee vs. Independent Consultant
- In-House Temporary vs. Agency Temporary



Questions

