



WASHINGTON COLLEGE POLICIES

APPLICANT REVIEW AND SELECTION PROCESS

The hiring official will determine the members of the search committee. Members should have frequent interactions with this position and be familiar with the operation and needs of the department. Human Resources will create the profiles on Consensus. Once profiles are established, Human Resources will provide the committee members with their login ID, password, and Consensus Quick Start and User Guides. Committee members have access to all applicant materials and the ability to rank applicants, which determines the most qualified candidates for interviewing. Human Resources is responsible for monitoring the search process and consulting with the Hiring Official to ensure that the College is selecting the most qualified applicant and following the policies and procedures.

All applicants are required to complete a job application and submit a resume via Consensus. If, after an initial review of the resume and application, the employee looks to be a fit, an interview will be scheduled. The Office of Human Resources will then perform a background check and the Hiring Official will check references.

The College encourages in-house employees to apply for any position that they may be interested in and qualify for. It is still necessary for in-house applicants to complete the application and formally apply via Consensus.

The College affirmatively opposes discrimination in the workplace, and this includes the hiring process. All qualified applicants are encouraged to apply for available vacancies,. The College does not discriminate on the basis of race, ethnicity, country of origin, disability, gender, marital status, sexual orientation or sexual identity.

If any applicant feels that he or she has been discriminated against during any part of the application process, the applicant is encouraged to direct concerns to the Office of Human Resources at 300 Washington Avenue, Chestertown, MD 21620. All complaints will be treated with sensitivity and the greatest amount of confidentiality permitted by law.