



WASHINGTON COLLEGE POLICIES

SELECTION PROCESS POLICY

Hiring officials will conduct interviews with the most qualified candidates. Candidates interviewed must meet the minimum requirements of the position. During the interview process the candidates must complete a Washington College Employment Application in full. They may not write “see resume” on the application. The hiring official should proceed with reference checks for the top candidate(s) and document all information received/discussed during the reference checks. When reference checks are completed, the following documents must be sent through the online application process to Human Resources for the selected candidate:

- Cover Letter and Resume
- Completed Washington College Employment Application
- Reference Checks summaries

Once these documents are received in Human Resources, the candidate’s qualifications will be reviewed, discussed with the hiring official, and a salary will be determined by Human Resources in discussion with the hiring official.