1. STATEMENT OF POLICY:

The Law School provides opportunities for qualified candidates to apply, be considered and selected for job openings within the Law School. Law School recruitment policies and practices are administered in a manner consistent with LMU’s Jesuit identity and character.

The hiring manager should use the following guidelines to recruit, hire, transfer, and promote individuals who can further the Law School’s educational mission:

- To select the individual who best meets the needs of the hiring department and the Law School;
- To enhance opportunities for mobility and promotion of qualified candidates who are current Law School employees;
- To consider candidates without discrimination based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, legally protected medical condition (cancer-related), marital status, sex (including gender identity as defined by law, pregnancy, childbirth or related medical condition), age 40 or over, veteran status, sexual orientation, genetic information or any other bases protected by federal, state or local law; and
- To use good faith efforts to achieve the Law School’s goals for hiring for Mission/diversity.

2. POLICIES/PROCEDURES:

Recruitment Responsibility

Human Resources conducts recruitment in consultation with appropriate department managers. However, certain responsibilities will remain authorized to be performed solely by Human Resources:

- Offers of employment; and
- Placement of employment advertising.

Job Requisition Process

When a new or existing position opens, the hiring manager creates and submits a staffing requisition via the Online Employment System (OES) at https://jobs.lmu.edu/hr. The staffing requisition will be routed via OES for all applicable approvals before submission to Human Resources.

Any staffing requisition for a newly created position or a position with significant change will require Human Resources to evaluate and classify the position. A salary grade will be assigned prior to posting and initiating recruitment activity. In no event may recruitment begin for any position until the staffing requisition has been completed, approved by all necessary parties, and submitted to Human Resources.
Job Posting Process

Human Resources will partner with the hiring department to devise a recruitment strategy, and provide recommendations regarding where to advertise a job posting (e.g., online job posting websites, and appropriate media, such as professional journals and newspapers.)

All staff positions, with the exception of those positions officially identified by Human Resources as exempt from posting requirements, will be posted for a minimum of seven (7) calendar days on the OES website (https://jobs.lmu.edu/hr), which serves as the official job posting document for the Law School. Human Resources will not extend an offer of employment until the seven (7) calendar day posting requirement has elapsed.

Applications/Resumes

Human Resources receives all applications and supporting documents via OES. No application materials are accepted via other methods.

Internal Candidates

Staff members are encouraged to regularly review the OES for open positions. Management is encouraged to advise staff of open positions in their department and to consider Law School staff members as well as external job applicants whenever a position becomes vacant.

Interviews

A hiring manager or his/her designee selects individuals to be interviewed from the pool of qualified applicants and should use a consistent set of job-related interview questions for all candidates. A hiring manager or his/her designee may choose to form a selection committee that will interview all candidates. A member of Human Resources may act as an advisor to the hiring manager or chairperson of the committee in support of the recruitment process.

Background Screening/References

The hiring manager will notify Human Resources once a final candidate has been identified by the hiring manager/search committee. Human Resources will conduct a background screening pursuant to the terms of the Law School’s Background Screening policy. Reference checks are conducted by Human Resources or the hiring manager or his/her designee. Background screening and reference checks should be completed and documented prior to an offer of employment.

Salary Setting

Human Resources will recommend starting salary to the hiring manager based on the candidate’s skill and expertise and salary history; the position offered and salary grade; and internal equity.

Extending an Offer

Offers of employment, including starting salaries and other terms and conditions of employment, are coordinated through and communicated by Human Resources to the selected candidate. The start date
communicated to the selected candidate normally will coincide with a pre-determined fixed hire date. Exceptions to this must be approved by the appropriate Senior Vice President/Dean.

Reinstatement

If an individual has been separated from the Law School for less than 30 calendar days prior to the effective date of hire, then he/she will be reinstated.

Rehire

If an individual has been separated from the Law School for 30 calendar days or more prior to the effective date of hire, then he/she will be reemployed.

Employment Agencies

Use of employment agencies should be coordinated through Human Resources.