

Equal Employment Opportunity Employee Selection Procedures

Converse University is an Equal Opportunity Employer. The University adheres to a policy of making all employment decisions without regard to race, color, religion, genetic information, sex, sexual orientation, pregnancy, national origin, citizenship, disability, veteran status, age, or any other characteristic protected by law. To this end, the University policy is to recruit, employ, and promote the best possible talent in all positions without regard to any of the protected categories listed above.

The University may post position openings in the Human Resources Office, on the Human Resources page of the Converse University website, or both. When an administrative or staff position is open, the supervisor is required to complete a Personnel Requisition Form and follow the hiring procedures as outlined on the form. The completed Personnel Requisition Form must be submitted to the Human Resources Department prior to conducting a search.

Applicants may be queried regarding their abilities to perform job-related tasks through specific descriptions of job duties at the time of interview for employment, transfer, or promotion. The University reserves the right to rescind immediately any job offer or terminate an employee upon learning that the applicant or employee provided false information during the application and hiring process.

Current Employees: One year of employment in the employee's current position is preferred before consideration for another position is given.

Employees may apply for posted positions by completing an application and/or submitting a resume with a letter of interest. If serious interest arises after the inquiry, employees are encouraged to notify their present supervisor of their desire to interview for the position.