SAGRADO Universidad del Sagrado Corazón	**RECRUITMENT POLICY ADMINISTRATIVE STAFF** [English Translated: March 2026	**Organizational Development and Human Resources Unit** **Effective: July 1, 2017**

PURPOSE

Universidad del Sagrado Corazón is committed to maintaining a recruitment and selection process that attracts and retains the best qualified personnel to fulfill our educational purposes; that these resources can develop a successful career at the University, while providing quality services to the student body and the entire university and surrounding community; The recruitment process reflects a commitment to the principle of equal opportunity and the laws enacted for its effective implementation.

This policy sets forth the rules and procedures related to the recruitment of all regular administrative employees.

DEFINITIONS

1. *Job posting* — Publication announcing a job vacancy and specifying the general description of the position, minimum requirements, and necessary skills and abilities. The job posting may be for the internal community only or may be open to the external market.

2. *Regular employee* — Means all full-time or part-time personnel who have an indefinite employment contract.

3. *Difficult-to-recruit position* — A position that is not abundant in the labor market due to the nature of specialized functions or specific academic training.

4. *Immediate family members* — refers to mother, father, children, siblings.

POLICY

1. The University offers equal employment opportunities to all individuals, regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, sex, sexual orientation, marital status, status as a disabled veteran, recently separated or covered, or any other characteristic protected by federal or local law. See procedure in Appendix.

2. The University will provide reasonable accommodations to qualified individuals with physical or mental disabilities as long as they can perform the essential functions of their job and it does not represent an undue burden on the University.

3. The University does not prohibit the hiring of immediate family members. However, an employee may not work in the same department as the family member, nor may there be a supervisor/supervisee relationship between them or any other reason that constitutes a conflict of interest.

4. No University employee shall interfere with, influence, or request information regarding the recruitment process for internal or external candidates or referrals.

POLICY VIOLATIONS

Any violation of this Policy by an employee may result in disciplinary action ranging from a warning to dismissal.

The University reserves the right to interpret this Policy in its administration, implementation, and application.

The University of the Sacred Heart reserves the right to revoke this policy or make **any amendments** to it **at** any time it deems necessary, taking into **account the laws in force.**

Approved: Gilberto Marxuach Toro
Gilberto Marxuach-Toro
President

ATTACHMENT

PROCEDURE
COMPLIANCE
ADMINISTRATIVE STAFF

PROCEDURE FOR SEARCHING FOR CANDIDATES

1. During the budget process for each fiscal year, each supervisor must request the Vice President of their area, with a copy to the Organizational Development and Human Resources Unit, for the new positions and vacant positions that need to be filled. They must present a detailed justification of the need and analysis that led to the request.

2. There must be a job description for each position to be recruited. The supervisor in charge of the new or vacant position must review the existing job description or create a new one, if necessary.

3. The Organizational Development and Human Resources Unit will evaluate each position requested and submit its recommendations to the Vice President responsible for each of the positions and to the Budget Unit.

4. Once the position is approved by the Budget Unit, the Organizational Development and Human Resources Unit will proceed to publish the job posting.

    a. The job posting will be published for 10 business days. The locations or entities where the positions will be posted will depend on the nature of the position, but, at a minimum, they will be posted in the following sources for candidate referrals electronically, and in accordance with the provisions of the Office *of Federal Contract Compliance Programs* (OFCCP):

        - San Juan Municipal Employment Security Office
        - Puerto Rico Job Bank (via the internet)
        - Municipal Alliance for Integrated Services, Inc.
        - Movement for the Achievement of Independent Living ("MAVI")
        - Sagrado official website and Institutional Portal

- The following sources will be used for positions that are difficult to

  recruit for: Newspaper with the highest circulation

  Professional associations

  External professional recruiters *(head hunters)*

b. The University reserves the right not to publish a position when a candidate has been identified to fill that position.

5. The Organizational Development and Human Resources Unit evaluates the resumes and curricula *vitae* received and selects those that meet the minimum requirements for the position.
   a. Internal candidates must have been in their current position for at least one (1) year.
   b. Internal candidates must not have any disciplinary actions in the last twelve (12) months and their performance must be satisfactory.

6. The Organizational Development and Human Resources Unit sends the selected resumes to the Vice President or Director where the vacancy is located to identify candidates for interviews.

7. Interviews may be conducted in a panel or individually. A representative from the Organizational Development and Human Resources Unit will participate in all interviews.

8. Technical tests and/or exams may be administered to help select the ideal candidate for the position.

9. The Organizational Development and Human Resources Unit will verify professional references.

10. Once the candidate is selected, only the Organizational Development and Human Resources Unit will make the compensation recommendation.

11. If the selected candidate is an internal employee, the Vice President or Director who holds the vacant position will coordinate the change with the unit where the candidate is currently working.
    employee with the support of the Organizational Development and Human Resources Unit.

    - The selected employee will receive written communication from the Organizational Development and Human Resources Unit with the new terms and conditions of employment.

12. If the selected candidate is external, they will receive a written offer from the Organizational Development and Human Resources Unit specifying salary and benefits, and the start date will be coordinated with the candidate.

13. All external candidates, once recruited, will undergo a probationary period of nine (9) months if they are non-exempt employees and twelve (12) months if they are exempt employees (professional, administrative, executive).

14. Candidates who are not selected after completing the interview process will be notified by email.

Approved:

Organizational and Human Resources