**Vacancies Policy**

When an opening for employment becomes available at SCU, either by creation of a new position or the vacancy of an existing position, all qualified applicants will be considered.

Interviews of applicants actively considered for employment are conducted by the immediate supervisor responsible and/or the HR Director and/or the President.

Upon the hiring of an applicant, new employees will be provided:

* A Staff Handbook
* Payroll procedure information
* Insurance information
* A follow-up review of the Staff Handbook's policies and procedures
* Retirement plan

*Source: Staff Handbook 2013, p3*

*Policy Revised:*