



Institute for International Medicine Staff Recruitment Policy

Introduction and purpose: Employees are vital to the success of any organization. INMED aims to hire highly qualified and mission-minded people to fulfill its mission. To achieve this, INMED will use the below procedure.

Diversity: The Institute for International Medicine embraces diversity and recognizes our responsibility to facilitate a welcoming learning environment where students, faculty, and staff of all backgrounds can learn and serve. We commit to fostering a learning environment where diversity of opinion and perspective is welcomed, and where students, faculty, and staff can engage thoughtfully in an atmosphere of mutual respect. Although there is great diversity in our student body, the INMED community is unified by a shared mission of serving the forgotten of this world. We apply this policy to our recruitment, admissions, employment, evaluation, disciplinary, and advancement practices.

Procedure

1. Identify the hiring need.
 - a. Through its regularly scheduled meetings, Senior Administrators will evaluate the need to hire staff members.
 - b. The decision to proceed with the remainder of this process will be determined by INMED's Senior Administrators.
2. Write a job/position description.
 - a. Senior Administrators will collaborate with the department (Academic, Administrative, CME) head to create a job/position description, including compensation package. Example job/position descriptions may be found in INMED's Dropbox account: Admin – General – Job Descriptions
 - b. The following elements shall be included in the "Qualifications" section of all job descriptions:
 - i. Adherence with INMED's mission, vision, and core values.

- ii. Adherence with INMED's Statement of Faith.
- 3. Create a recruitment plan.
 - a. Senior Administrators will collaborate with the department head to devise a recruitment plan.
 - b. Steps in the plan shall include:
 - i. For one month after the creation of the job/position description, INMED shall:
 - 1. Disburse the job/position description among current INMED staff, faculty, and board.
 - 2. Post the job/position description on its website.
 - ii. If a qualified candidate is not found after one month, in addition to the above, INMED shall, for a period of two months:
 - 1. Announce the opening on News and Events email.
 - iii. If no qualified candidates are found after three months, INMED Senior Administrators shall meet to discuss other recruitment options.
- 4. Review applicants.
 - a. At the end of each recruitment phase, Senior Administrators shall review applicants' resumes (and applications).
 - b. Based on their analysis of resumes (and applications), Senior Administrators shall determine which candidates will participate in the next phase.
- 5. Interview candidates.
 - a. Initial, introductory interviews shall be conducted via online video conferencing with the candidate, Senior Administrators, department heads, and other INMED personnel.
 - b. Follow-up interviews shall be conducted with candidates chosen by Senior Administrators and department heads.
- 6. Make a job offer.
 - a. After collaboration among Senior Administrators and department heads, a formal job offer will be extended to the candidate of choice. A candidate will generally be given one week to decide and notify INMED.
 - b. If the candidate accepts the offer, INMED staff will proceed with onboarding.

- c. If the candidate rejects the offer, INMED staff will resume this process at the most appropriate stage.