



# WHITMAN COLLEGE

## **Budgetary guidelines for staff searches**

The following are budgetary guidelines for staff searches. Hiring managers should contact Human Resources with any questions or requests to deviate from these guidelines.

Immediately upon completion of a search, please complete a Recruitment Expense Log and return it with itemized receipts to Human Resources. Any unapproved expenses will be charged to your department.

### **Job Postings**

Human Resources will work with the hiring manager to post open staff positions. All postings will be shared with JobElephant, a job posting service, who will make recommendations on where to post the position based on their data analytics. The costs for job postings are approved and paid by Human Resources. Whitman maintains regular advertisements that call attention to staff employment opportunities in the Union Bulletin the Union Bulletin Facebook page, the Chronicle, and HigherEdJobs.

### **Travel and hotel accommodations**

In general, each search for exempt positions and professional nonexempt positions that are 0.75 FTE and higher can have up to three final candidates participate in on campus interviews and the Human Resources recruitment budget will cover the costs associated with travel and hotel accommodations. (The recruitment budget for nonexempt positions generally does not allow for travel and hotel accommodations associated with on campus interviews).

Candidates should stay at the Marcus Whitman Hotel where room and tax are the only allowable charges. When possible, candidates should be limited to one night unless flight schedules necessitate two nights. If candidates wish to stay longer to get to know the area, they will need to pay for additional lodging.

When it is necessary for candidates to fly to the area, the hiring manager should make those flight arrangements using their P-Card, making every effort to ensure the flight costs are reasonable. The college does not normally provide a rental car for candidates.

If a candidate travels to the area by car, we will [reimburse mileage](#) if they use their own vehicle (the 2024 mileage reimbursement rate is 67 cents/mile) or the Hiring Manager can rent a vehicle if that is more cost effective using their P-Card. Mileage reimbursement should be comparable to flight costs.



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## **Meals**

For exempt and professional nonexempt positions, the recruitment budget will pay for the hiring manager and one search committee member to have one dinner with each finalist candidate. The maximum cost is \$50/person excluding tax and gratuity. The purchase of alcohol with college funds is limited to one drink per person, per dinner.

For exempt and professional nonexempt positions, the recruitment budget will pay for one lunch per final candidate. Bon Appetit meal vouchers or group orders should be used for lunch on campus when possible and the number of students included in these meals should be kept to a minimum.

For nonexempt positions, the recruitment budget will pay for one lunch per final candidate, most often including the hiring manager and one search committee member. Bon Appetit meal vouchers should be used for lunch on campus when possible.

## **Beyond these Guidelines**

There may be circumstances when other arrangements are necessary due to ADA accommodations or other circumstances. In those circumstances, the hiring manager can make a proposal to Human Resources and their Cabinet Officer to advocate for an exception that will be charged to the HR Recruiting budget.