

Carleton College
Staff Recruiting Expense Guidelines/Process
Revised 12/18/08

These guidelines are provided to help you plan your employment search-related costs. They support our belief that all recruitment activities for the College should be undertaken in the most financially responsible way consistent with our recruitment objectives.

All expenditures to the staff recruitment budget will be reviewed by Human Resources. Charges, intent, and amounts, will be reviewed in light of the following guidelines:

- Expenditures in any category (interviewing at conferences, advertising, travel, lodging, meals, and other on-campus expenses, etc.) likely to exceed \$500 per search must have the **prior approval** of the Associate Director of Human Resources in charge of staff recruitment.
- When arranging airfare, coach class should be utilized.
- The recruitment budget will pay the costs up to a maximum of **two** meals, including that of the candidate only when an interview is scheduled for five hours or longer. Use of the dining halls or snack bar for meals is strongly encouraged. Costs in excess will be charged back to the hiring department.
- Miscellaneous refreshments outside of a meal (i.e. coffee, soda, snacks, treats) are considered a departmental expense, and may not be charged to the recruitment budget.
- Use of outside search consultants must be approved in advance by the Director and Associate Director of Human Resources.
- Relocation expenses, sometimes referred to as moving expenses, are subject to additional IRS and policy rules. The policy can be found at the following link. http://apps.carleton.edu/campus/business/Forms_and_Policies/. All relocation expenses must be **pre-approved** by the Associate Director of Human Resources before extending an offer of employment.

Charges in excess of these guidelines will be charged back to the hiring department.