

Guidelines for New Hires

When hiring an employee from outside Wellesley College, the following guidelines are recommended:

- Employees new to Wellesley are normally hired within the salary band and market range assigned to the position.
- Hiring salaries should be determined collaboratively by the Hiring Manager and Human Resources. No salary should be discussed with a candidate without prior approval by Human Resources.
- The Hiring Manager should make the verbal offer to the job candidate while Human Resources composes a formal written offer.

The new hire's salary should take into account:

- The new employee's experience
- The market salary for the position and
- Relevant internal salaries both within the hiring department and across the College in similar positions.

Any exceptions to these guidelines will be deferred to the appropriate senior staff member and determined in consultation with Human Resources.