**Bhutanese Community in Utah**

**Hiring and onboarding Procedures**

1. Notification of any Job Opening with BCU will be announced publicly
2. Hiring process:
3. Scrutinizing documents and application submitted
4. Interviewing to assess aptitudes and behavioral commitment
5. Program Coordinator is the hiring manager; all applications will be submitted to hiring manager
6. Applicants will be interviewed by the interview panel
7. The selected candidate will be forwarded to Board of Directors for approval
8. The applicant have to meet the following requirements:
9. Submit application providing all required information
10. Submit Resume/Cover Letter
11. Must pass FBI/BCI Background Checks specified by the nature of work
12. Must report to the program coordinator
13. Academic documents if being asked for the verification
14. The successful candidates will attend mandatory orientation
15. Candidate will be provided with contract letter signed by the Board Chairperson

Bhutanese Community in Utah is an Equal Employment Opportunity Employer (EEO).

Revised and updated on August 12, 2020