

RECORD OF INTERVIEW
The College of William and Mary

The purpose of this information sheet is to prevent any misunderstanding, now or in the future, about employment at the College of William and Mary and the Virginia Institute of Marine Science.

I. Classified and University Positions

Probationary Status: A probationary period of one (1) year must be served by all persons upon original appointment to a classified or university position. Probation is an essential part of the selection process. It should provide an effective means for both the employee and the supervisor to determine the employee's suitability for the job. If, at the end of or during the probationary period, it is decided by the employee or the supervisor that the employee is not suited for the job, the record will merely indicate that the employee was terminated during probation. There is no appeal provided an employee who is released during the probationary period except where discrimination based on race, color, religion, national origin, political affiliation, sex, age or handicap is claimed.

Standards of Conduct: The Commonwealth of Virginia has established rules of personal conduct and standards of acceptable work performance for its employees. At the College of William and Mary and the Virginia Institute of Marine Science these rules and standards apply to all classified employees upon completion of their probation. University staff employees are subject to the human resource systems established under the College and Board of Visitors authority including standards of conduct. Violation of the established rules and/or unacceptable work performance may result in discipline suspension and/or separation.

II. Hourly Employment

Individuals employed on an hourly basis are paid only for hours actually worked and do not accumulate annual or sick leave. These employees are covered by the human resource systems established under the College and Board of Visitors authority.

III. Conflict of Interests Act

All individuals employed by the College of William and Mary and the Virginia Institute of Marine Science (VIMS) are subject to the provisions of the Commonwealth of Virginia Comprehensive Conflict of Interests Act (1983) as well as the Virginia Personnel Act (Rule 9.5). Outside employment within the Commonwealth of Virginia which is substantially related to the marine environment is not permitted by the Virginia Institute of Marine Science. All additional employment beyond the regular duties at the Virginia Institute of Marine Science or the College of William and Mary must be reviewed and approved by the appropriate individuals in advance.

IV. Proof of Identity and U.S. Employment Eligibility

In accordance with the Immigration Reform and Control Act of 1986, all individuals hired for positions at the College of William and Mary or the Virginia Institute of Marine Science will be required to produce the following: either (1) one document establishing both U.S. employment authorization and identity (such as Alien Registration card with photograph, U.S. passport, certificate of U.S. citizenship, certificate of naturalization or unexpired foreign passport with attached employment authorization) OR (2) one document establishing U.S. Employment eligibility (such as original Social Security card, birth certificate or unexpired INS employment authorization) AND one document establishing identity (such as driver's license or U.S. military card). If the employee cannot produce the required documents within three (3) business days of hire, he/she will be subject to removal.

I have read and understand the information on this sheet and no promises or commitments have been made concerning my initial employment at the College of William and Mary and the Virginia Institute of Marine Science.

Vacancy (Position Number/Title)/Department_____

Signature of Applicant/Date_____

Signature of Witness/date_____