



Human Resources (HR)

Section H: New Hires

Tutorial Script

2023-24 Data Collection Cycle

This tutorial discusses Section H, New Hires, in the IPEDS Human Resources survey component.

Beginning in survey year 2016-2017, IPEDS began collecting the number of new hires over a full year time span rather than a partial year. New hires are persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service. The goal of the new hires section is to capture the total number of new hires by race, ethnicity and gender.

If you responded "Yes" to the screening question about having full-time permanent new hires, you will be required to report the number of these newly hired full-time permanent staff at the institution by occupational category in the section for new hires, Part H.

In Part H, you must report the number of persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service for persons on the payroll of the institution as of Nov. 1st.

New hires do not include persons who have returned from sabbatical leave OR full-time postsecondary staff who are working less-than-9-month contracts. They must be employees entirely new to the institution, or rehired into a new or old position after a break in service.

For example, on January 15th, 2023, your institution hires Lynn, who is a business instructor, and she has never worked for your institution before. Because she meets the definition of a new hire, she is reported in Part H, the new hires section. She is ALSO reported in the sections for full-time instructional staff (Part A) and Salaries (Part G).

For more information on the material presented in this tutorial, please contact the IPEDS Help Desk.