

Policy No. 604.1

Area: Human Resources

Adopted: May 14, 1999

Certified By: _____

*Original signature on file in
Office of General Counsel*

Curtis Pettis
Vice President Administration and
Finance

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SUBJECT: EMPLOYMENT PROCEDURE

In order to provide consistency in our employment process, this procedure outlines the system to fill a job vacancy.

A. Job Description

The process starts with the job description. The job description contains the essential job functions of the position inclusive of the knowledge, abilities, skills, minimum education and experience requirements necessary to do the job.

B. Strategic Position Review

Once the job description has been created or updated, a Strategic Position Review (SPR) must be completed as it provides additional scrutiny and accountability to the University to determine if the vacancy or new position necessitates filling the position. The job description accompanies the SPR.

1. The SPR must be approved via signatures from the Budget Office, Title III/Grants (if necessary, the Office of Human Resources, the Vice President for Administration and Finance, and the President (if necessary)).

C. Job Posting

1. Once approved, HR receives the SPR and enters information into our tracking system. Once entered, the position is posted on various recruitment websites and publications.

D. The Search Process

1. The designation of a Search Chair may occur during the posting process or after. The Office of Human Resources is notified concerning the name of the Search Chair.

Employment Process Cont.:

Once the Office of Human Resources is notified, the Search Chair will be provided access to the applicant portal for that position opening.

2. A conference is scheduled with the Office of Human Resources to ensure the Search Chair and search committee members are knowledgeable about the search process and to ensure fair employment practices are followed.

- a. Ensure applicants meet minimum qualifications
- b. Review of applicant selection document(s), i.e., rubric and/or interview questions. The questions must be standardized (follow up questions are allowed)
- c. Discussion concerning lawful interviewing process
- d. Review of qualified applicants, including reason(s) for selection and non-selection presented to HR

3. The Interview process can be conducted onsite or via videoconference.

- a. Upon selection to interview, inform candidates that reference checks will be performed
- b. Reference checks can be performed by the Search Chair or an appointed search committee member(s)
- c. Reference checks should be performed prior to any campus visit
- d. Applicants not chosen to interview will receive non-selection letters once the search process is complete and the candidate is chosen
- e. Candidates proceeding to interview have been made aware through the application process:
 1. Must be able to work legally in the United States
 2. Must complete a background check

E. Candidate Selection

Once the candidate has been selected, the Office of Human Resources will need the candidate's full name and email address as this information is necessary in order to start the process of the background check. The Office of Human Resources will contact the candidate and advise that an email has been sent to their personal email account. The candidate will need to follow the directions in the email to complete the background check. The hiring department can begin to prepare the Personnel Action Form (PAF), attach the appropriate documentation, route for signatures, and send completed form to the Office of Human Resources.

Documentation includes:

- Application
- Cover Letter
- Resume or Vitae
- Official Transcripts
- Reference Letters

Employment Process Cont.:

- Other supporting documents, i.e., credentials

A verbal contingent offer of employment can be extended to the candidate after the background check has been received and approved by the Office of Human Resources.

F. Closing the Job Posting

Non-selection letters will be emailed to applicants and candidates. The posting will be closed and removed from internal and external posting sites.

G. Offer Letter

The candidate offer letter will be drafted by the Office of Human Resources. At that time, the date of hire has been established. The Office of Human Resources will email the offer letter to the candidate. The search chair will be included in all communications to the candidate.

Once the offer letter has been signed by the candidate, the Office of Human Resources will send the employment forms to the candidate. Please be aware that employment cannot begin until the offer letter has been generated, signed, and returned to the Office of Human Resources. A date for new employee orientation is included in the offer letter.

H. New Employee Orientation

The Office of Human Resources conducts new employee orientation. Orientation includes information concerning University policies and procedures and benefits enrollment.