

Professional Administrative Positions

Hiring process overview: Successful search checklist

| <i>Completed</i> | <i>Task(s)</i> | <i>Responsible Parties</i> |
|------------------|---|---|
| | Position becomes vacant (replacement or new) | |
| | <p><u>For Replacement:</u> Current position description is requested by the Hiring Manager from HR Classification & Compensation Officer for review and/or updates.</p> <ul style="list-style-type: none"> - Who is it replacing? What is the Position Number for that employee? <p><u>For New:</u> Position Description is drafted by Hiring Manager and sent to the HR Classification & Compensation Officer for review (<i>Position Description templates are available</i>). The following information must be provided:</p> <ul style="list-style-type: none"> - Within the Hiring Range, what would be the highest salary that you would offer to an applicant? - What is the FOAP for this position? - Is this a newly created position? - Is this a FT or PT position? FTE_____ - When do you intend to fill this position? | Hiring manager, HR Classification and EEO officer |
| | HR Classification & Compensation Officer will send a final copy of the position description to Hiring Manager as well as upload the position description into PeopleAdmin. An email is sent to the Hiring Manger from HR Classification & Compensation Officer with instructions on how to begin the posting process. | Hiring manager, HR Classification and EEO officer |
| | Hiring Manager creates the Posting in PeopleAdmin and moves it forward to the Administrative Supervisor for electronic approval. | Hiring Manager & Administrative Supervisor |
| | Posting moved to Compensation for pay grade review | HR Classification & EEO Officer |
| | Posting moved to Chief Human Resources Officer for review of position description and pay grade. | Chief Human Resources Officer |

Hiring Process – Professional Administrative Employees

| <i>Completed</i> | <i>Task(s)</i> | <i>Responsible Parties</i> |
|------------------|--|---|
| | Posting moved to Budget to ensure proper funding is available. | Budget |
| | Posting moved to the Division Signature Authority for electronic approval. Division Signature Authority will move to Final Review if Externally Funded or Presidential Authorization if not Externally Funded. | Division Signature Authority |
| | President will approve and move to Final Review. | President |
| | Once Posting is reviewed and approved, it will be finalized by the Office of Human Resources in the applicant tracking system and posted in PeopleAdmin. | Human Resources |
| | Additional Advertisement: If the Department decides to have additional advertisement for the position, then the concerned department must contact the Office of Human Resources. Additional advertisement is paid by the Department and is coordinated through Human Resources. | Hiring Department and Human Resources |
| | Search Committee formed and approved by the CHRO according to applicable Bargaining Unit Agreement or University Policy. All members are required to complete the Search Committee Training and renew their certificate on an annual basis. The Search Committee Chair should keep a copy of all members' certificates with official search records. | Search Committee Chair and Search Committee Members |
| | Search Committee creates a criteria/rubric/ranking system based on the minimum and preferred qualifications. The submitted applicants will be reviewed against the criteria. | Search Committee |
| | Search Committee Chair utilizes the electronic process via PeopleAdmin to request that the Office of Equal Opportunity approve first round interviews. Reasons must be provided for those not selected for interviews. | Search Committee Chair |
| | EEO analyzes all applicants and sends electronic approval to the Search Committee to conduct interviews. | EEO Officer |

Hiring Process – Professional Administrative Employees

| <i>Completed</i> | <i>Task(s)</i> | <i>Responsible Parties</i> |
|------------------|---|----------------------------|
| | After EEO approval is received, the Search Committee can notify those “not selected” candidates that they will not be moving forward in the hiring process only if they are sure that they will not need to revisit those applicants in the future. | Search Committee |
| | The Search Committee conducts the first round of interviews to narrow the applicant pool. The Search committee sends a request for additional interviews for the top candidates to EEO. The Search Committee can notify those candidates that were interviewed, but not selected only if they are sure that they will not need to revisit those applicants in the future. Multiple Interview Requests: If you wish to conduct multiple interviews, please contact the Office of Human Resources for approval. | Search Committee |
| | EEO approves the Search Committee recommendations and notifies the Hiring Manager and the Search Committee Chair via the electronic process. | EEO |
| | The Search Committee sends a copy of the criteria/rubric/ranking/notes to the Office of Human Resources by email. | Search Committee |
| | Hiring Manager interviews top candidates provided by the search committee and determines the successful candidate. Hiring Manager conducts the reference check on the successful candidate. Please remember that only the Office of Human Resources is authorized to make position offers. The Hiring Manager creates the Hiring Proposal and routes for electronic approvals . Hiring Manager provides a tentative start date at the beginning of a pay period as well as an annual salary figure for the Office of Human Resources to offer. | Hiring Manager |

Hiring Process – Professional Administrative Employees

| <i>Completed</i> | <i>Task(s)</i> | <i>Responsible Parties</i> |
|------------------|--|----------------------------|
| | Once the hiring proposal is in “Make Offer” state, Human Resources contacts the candidate to extend the offer. All offers are contingent upon a completed background check performed by HR. | Human Resources |
| | If the candidate accepts the job offer, the Hiring Manager will be notified and provided with a copy of the Onboarding Checklist . If the candidate has a counter offer, the Hiring Manager will be notified of the counter offer and the hiring proposal will be routed back through the approvals process. | Human Resources |
| | Once there is a confirmed accepted offer, the Hiring Manager should inform the interviewed candidates that they have not been selected. | Hiring Manager |
| | Hiring Manager sends a copy of the Criteria/Rubric used for selecting the successful candidate to the Office of Human Resources. | Hiring Manager |
| | Hiring Manager refers to the Managers Toolkit to ensure successful onboarding. | Hiring Manager |

Hiring Documentation Checklist

| Included | Documentation | Responsible parties |
|-----------------|--|----------------------------|
| | <i>Hiring Procedures</i> | |
| o | Interview Questions/Forms/Notes/Criteria | Search Committee |
| o | Interview Questions/Forms/Notes/Criteria | Hiring Manager |
| o | Official copy of Transcripts | Human Resources |
| o | Release for Background Check form for the successful candidate uploaded to secure document upload link . <i>Please fill in the Uploader’s Email Address, Subject Line (Applicant’s Name) and Body Text (Position Title).</i> | Candidate/Human Resources |