

EMPLOYEE RECRUITMENT PROCEDURES

In order to post a position Manager's are required to submit the required forms and approvals. The following approved documents are needed in order to post a position.

1. The Staff Requisition form
2. The Position Description

In order to move forward with a posting, the requisition must be signed by the Budget Officer, Executive Vice President/Provost, the President, and the Human Resources Director. Any exceptions require the approval of the Human Resources Director.

9.1 Screening Application

Incoming applications are to be date stamped, and screened according to the Job Posting. Take special note of the qualifications, and other essential requirements. Complete **the Applicant Screening form** based on the posting for the position.

Please note the following:

1. You cannot consider candidates whose applications are received after the posting end date.
2. First screen candidates for other requirements. Those applicants meeting all of the requirements except the typing requirement will need to be scheduled to complete the typing test.
 - a. Then screen and select the best overall qualified applicants to be considered for an interview.
3. It is recommended that no less than three candidates be submitted for interviews.
4. Applicants are submitted to the Hiring Authority for interview by using the **Applicant Referral form** and included the names of the referred candidates.
5. Some positions may require first screening by human resources. If so, human resources will conduct the first interview. This will assist in screening down applicants and referring only the overall best qualified candidates. (Please consult with the Human Resources Director when this step in the process may be needed.)
 - a. Some managers may need assistance with developing interview questions. (Consult with the Human Resources Director.)
6. When sending the hiring manager the Applicant Referral Form, include the memorandum regarding the **Interview Process**.
7. Upon completion of the interview process, the hiring authority makes their selection. (We recommend a first and second choice for the position.) The hiring manager should return the following documents:
 - a. Completed Applicant Referral Form
 - b. Interview questions and responses per each candidate interviewed
 - i. Consult with the human resources director immediately if required documents are not received.
8. Upon completion of the interviewing process, human resources make the employment offer.
 - a. Any special requests or consideration are completed by the Human Resources Director.
9. Upon finalization of the employment offer, the hiring manager is contacted via telephone, and a follow up email is sent to indicate the employee's name and the expected employment date.
10. A Personnel Action Notice is completed.
 - a. If internal candidate is selected, the receiving manager and the present manager must agree on a transfer date. The Transfer form is completed by human resources and submitted for signature to both managers. (note: It is best practices to discuss the transfer date orally, and then follow up with the **Transfer Agreement statement**.)

11. All forms are completed, the employment date is established, and the employee is provided with an employment date. The new employee is also reminded of the documents needed to meet I-9 requirements that will be needed on day one of employment.