

Procedure No. 10.031

Staff Hiring Process

Date Issued: 07/01/96

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Issued By: Human Resources

Purpose: To provide procedures for filling staff positions.

Policy:

All departments requesting that a current position vacancy be filled or a new position be created in the AFSCME, UPGWA or PNA bargaining units must complete a Staffing Request/Appointment Form prior to taking any other action regarding the filling of a potential position. The process for the filling of temporary positions is outlined at the end of this process.

Part A - Staffing Request

The Department Chair/Unit Head may obtain a copy of the Staffing Request/Appointment Form from the Office of Human Resources. The Department Chair/Unit Head should complete Part A of the form, sign in the appropriate section of Part E, and submit it to the Office of Human Resources along with an up to date or proposed job description for the position. The Office of Human Resources will complete Part B in consultation with the Department Chair/Unit Head within one working day and forward the form to the Dean or Department Chair for action as appropriate. The form must subsequently be reviewed and approved by the Provost or appropriate Vice President and the Budget Director (Comptroller, for grant funded positions) prior to being returned to the Office of Human Resources for further action.

In the case of requests for new positions, the form also must be submitted to the President for approval prior to any action being taken by the Office of Human Resources.

In all instances the approving party is to be provided two full working days to review and approve the proposed hiring action. If the form can not be completed in that amount of time, it should be forwarded to the next individual on the list. It is expected that during absences of greater than one day, all of the individuals required to approve will have a process in place by which another department representative is authorized to review and

approve or disapprove the proposed hiring action. Should an individual not be available for greater than two working days the form should be forwarded to the next person on the form, and the Office of Human Resources will re-circulate as necessary when the form is received.

Part B - Posting

Upon approval of all necessary parties, the Office of Human Resources will prepare an internal job posting or bid announcement and, if appropriate, prepare an advertisement for external use. In general, positions will be posted for fifteen (15) calendar days. In the case of biddable positions, those positions which are open for bidding by incumbent employees due to collective bargaining language, after review by the Office of Social Equity, the Office of Human Resources will post the position electronically and on bulletin boards outside of the Human Resources Department and in the McEntire Maintenance Building. Only biddable positions are automatically waived from the external search process. Should no current employee bid on such a position, an external search plan will be required.

In the case of positions which are not biddable, the Office of Human Resources, in conjunction with the requesting Department Chair/Unit Head, will complete Part B, Proposed Search Process. The proposed search process will include a listing of the proposed advertisement and sources for placement. This process and the external advertisement will be provided to the Office of Social Equity for review and comment.

The Office of Human Resources has complete responsibility for posting of approved position announcements and advertisements and has budgetary responsibility for the cost of the same. Advertisements for all external searches will be placed in the Oil City Derrick, as well as other sources as appropriate. In instances where a department requests advertisements be placed in a specific publication, the Office of Human Resources may require additional funding from the department for the cost of the advertising.

All application materials will be forwarded to the Office of Human Resources which will be responsible for responding to applicants and providing the applicant with a demographic data form for completion.

Part C - Screening/Interviewing

As of the date specified in the job posting and/or advertisement, the Office of Human Resources will review all applications for the position and select the top three to five applicants for the position. In general, the interview group will be four applicants, but this number can be adjusted based on the quality of the applicant pool and the request of the hiring department, or the recommendation of the Office of Human Resources and Office of Social Equity.

The interview group will be submitted to the Office of Social Equity for review (Part C of the form) by the Office of Human Resources. Upon approval from the Office of Social Equity, the Office of Human Resources will contact the hiring department and provide them with copies of application materials for those selected for interviews.

The Office of Human Resources will be responsible for scheduling interviews. This will be done in consultation with the hiring department.

Part D - Appointment

At the conclusion of the interview process the Department Chair/Unit Head will be asked to complete Part D of the Staffing Request/Appointment Form indicating the preferred candidate for the position, the rationale for selection, and the alternate candidates for selection in order of preference (if applicable), should the preferred candidate decline the position.

The Office of Human Resources will require the hiring department to provide the reason(s) for non-selection for any interviewee who is from a protected class. This will be accomplished through the completion of a supplemental interview report form. The form will be sent to the hiring department by the Office of Human Resources.

Part E - Approval

The form is to then be forwarded for approval in the following order: Dean or Department Chair, Assistant Vice President for Human Resources, Provost or Appropriate Vice President and the Office of Social Equity. Should the form not

be approved by any of the above individuals, the Assistant Vice President for Human Resources will be advised of the non-approval and the reason for non-approval. All

communication regarding the search process is to be directed to the Assistant Vice President for Human Resources, who in turn will notify the other parties as appropriate.

In all instances the approving party is to be provided two full working days to review and approve the proposed hiring action. If the form can not be completed in that amount of time, it should be forwarded to the next individual on the list. It is expected that during absences of greater than one day, all of the individuals required to approve will have a process in place by which another department representative is authorized to review and approve or disapprove the proposed hiring action. Should an individual not be available for greater than two working days the form should be forwarded to the next person on the form, and the Office of Human Resources will re-circulate as necessary when the form is received.

Upon obtaining approval from all required parties, the form should be returned to the Office of Human Resources which will provide each individual approving the hiring action a copy of the complete Staffing Request/Appointment Form.

The Office of Human Resources will be responsible for contacting approved candidates, advising them of their selection, and providing a reasonable period of time for response to the offer of employment. The starting date and response time to the offer of employment will be established through discussion between the Office of Human Resources and the Department Chair/Unit Head.

In the event no second or third candidate was listed and the preferred candidate declines the position, the Office of Human Resources will contact the Department

Chair/Unit Head and determine if one of the other candidates for interview is acceptable. If one is acceptable the form will be re-submitted to all individuals listed for approval of the alternate candidate.

In the event no other candidate is acceptable the Office of Human Resources will review the applicant pool again to determine if other candidates from the existing pool should be interviewed. If other candidates are acceptable for interview a new list of interviewees will be submitted to the Office of Social Equity for review and approval. The same process for selection would be followed after interviewing as noted above.

Should no other candidates in the pool be acceptable for interviews, the Office of Human Resources will work with the Department Chair/Unit Head to determine what steps would be appropriate in re-opening the search. Final plans related to the same will be forwarded by the Office of Human Resources to the Office of Social Equity for review and comment regarding the search plan.

If the search is re-opened the process for screening, interviewing, and selection of candidates must be repeated as outlined above.

TEMPORARY POSITIONS

For temporary positions, the department chair/unit head must complete Part A of the form, sign in the appropriate section of Part E, and submit it to the Office of Human Resources along with a proposed job description. The Office of Human Resources will complete Part B in consultation with the Department Chair/Unit Head within one working day and forward the form to the Dean or Department Chair for action as appropriate.

Temporary positions will be filled by the Office of Human Resources as expediently as possible. No further review of the process for filling of temporary vacancies will be required. The Office of Social Equity may, in order to meet its responsibility to the University, request to review the manner in which a temporary pool is established. In addition, a position approved as temporary initially and later upgraded to regular status may be subject to the entire search process as outlined above. As well, collective bargaining agreement language regarding the rights of temporary employees may override all or part of this process.