EMPLOYMENT SELECTION PROCESS

PURPOSE: To enable the University to select the most qualified candidate using equitable and fair hiring practices.

POLICY: The University shall carefully screen applicants in a nondiscriminatory, fair, and consistent manner for budget approved available positions in order to hire the most qualified candidate. The selection process shall strictly conform to all EEO guidelines.

DATE APPROVED: July 7, 1999

REVISED: September 1, 2007; November 1, 2004

PRACTICES & PROCEDURES:

1. Internal Applicants.
   a. The hiring supervisor shall interview all internal applicants responding to a job posting.

2. Applications
   a. All applicants for non-exempt positions shall complete an Application for Employment.
   b. All candidates for Faculty and exempt Staff positions shall be required to submit resumes and provide names of references in addition to the Application for Employment.

3. Screening and Interviewing
   a. Non-exempt Positions
      i. The Human Resources Office shall screen applications and arrange interviews for those qualified and selected by the hiring supervisor.
      ii. The hiring supervisor shall provide the Human Resources Office with the name(s) of those selected for interviews.
   b. Exempt Positions
      i. The hiring supervisor or search committee chair shall screen the application materials and select those to be interviewed. A search committee chair may delegate committee members to call Faculty candidates as part of the initial screening process.
      c. If possible, a minimum of three (3) candidates shall be designated for campus interviews. The hiring supervisor, and/or the Division Chair will then determine suitable interview dates, in addition to alternative dates, and forward these along with the candidate's resumes to the Human Resources Office.
      d. A representative of the Human Resources Department shall call each of the applicants selected and insure their knowledge of the hiring salary and benefits package, including relocation provisions prior to extending an invitation to campus.
      e. After an invitation has been accepted by the candidate, the Human Resources Office will handle all logistics involved with invitations to campus.
4. Reference and Background Check
   a. The hiring supervisor, search committee chair, and/or the Human Resources Office shall verify pertinent information by contacting references provided by the applicant. Calls may be made to anyone not listed by the candidate, but for whom the candidate may have worked at former places of employment. Permission shall always be obtained from the candidates before contacting anyone at the candidate's current place of employment.
   b. Any concerns or questions regarding background searches or reference checks should be referred to the Director of Human Resources.

5. Salary Offers to the Finalist
   a. Upon the selection of the most qualified candidate, the hiring supervisor will send an email to the Manager of Human resources giving authorization to make an offer of employment.
      i. The email must include: salary, position title, any special arrangements (vacation time planned, etc) and expected date of hire.
   b. The Human Resources Manager shall make all offers of employment at the approved wage or salary figure. The Manager of Human Resources shall personally make all offers of employment for any non-faculty position.
   c. The Dean of the College will make offers to all faculty positions. Once the faculty member has accepted the Dean must send an email to the Manager of Human Resources with the information needed to create an offer letter.
      i. The email must include: salary, position title, any special arrangements (vacation time planned, etc) and expected date of hire.
   d. After an employment offer for a Faculty or exempt staff position has been made verbally, the Human Resources Office shall immediately confirm that offer in writing.
   e. The hiring supervisor and/or Division Chair shall be notified of the employment offer status immediately.
   f. Once an employment offer has been accepted, the Human Resources Office shall make an appointment for orientation, benefits enrollment and to provide answers to any questions related to the terms of employment or benefits. Relocation information, for those eligible, will be provided at this time as well. On or before the employee's start date, the Immigration and Naturalization Service's (INS) Employment Verification Form (I-9) must be completed. Appropriate documents proving identity and employment eligibility in the United States must be personally presented at this time in accordance with INS regulations. Tax forms should also be completed and other necessary information obtained in order to establish a personnel file and to comply with all EEO requirements.

6. Placement on the University Payroll. Payroll Authorization Form shall be approved by the Manager of Human Resources and forwarded to the Payroll Office to ensure proper direct payroll deposit and all involuntary and voluntary payroll deductions.