FINDING and SIGNING

THE RIGHT PLAYER

FOR YOUR TEAM

Faculty

BEGIN THE PROCESS

Review the Work

Before you consider filling <u>any</u> position, review the goal of the organization and the work the group is trying to accomplish. Evaluate whether

- any of the work can be eliminated or
- the work could be done more efficiently if the work were organized differently or
- the work could be done more efficiently if additional equipment rather than personnel were acquired?

Review the Position Description

If you determine that the work to be completed does require the considered position, create a job description, or review the existing description using the following parameters. You can acquire existing Job Descriptions from the Human Resources Department (HR).

- Basic function (a general description of the position)
- Characteristic duties and responsibilities (what the person will be doing and what authority they have)
- Supervision exercised (how much – minimal, moderate, etc., and who will they be supervising)
- Supervision received (how much—minimal, moderate, etc, and by whom)
- Education (what is minimally required, and what is preferred)
- Experience (what experience is required and what is preferred)
- Skills (what skills you want the person to have)

Forward the job description to Human Resources for review. A position description basic template is located on the intranet under the HR / Managers and Supervisors page.

ANNOUNCE THE POSITION

Posting

HR will create a posting (for internal and selected external use). They will send the draft to you for review, requesting feedback. Based upon the information received from you, HR will post the position electronically via e-mail and, in organizations where not every employee has an e-mail account, that organization's manager will physically post the position.

Using this posting, HR will post our position on the Franklin Pierce University web site plus other selected web sites – HigherEdJobs.com, NEHERC.org.

Advertising

If you and HR agree that Franklin Pierce University needs to pay for advertising, you and HR will cooperatively determine where and when the advertisement will be submitted, and the format of the advertisement.

Faculty postings will be forwarded from the Dean to HR after consultation with the Committee Chair. HR will then submit the advertisement to the appropriate advertising media.

For all faculty postings, one position specific website or media advertising is suggested – this should be a location that people in this field will look at when searching for open positions. List serves can also be a valuable location to advertise – check with committee members and/or other division faculty members for best locations to advertise.

SEARCH COMMITTEE PROCESS OUTLINE
(SCHEDULED INTERVIEWS)

- Determine position description and obtain approval
- Determine committee membership; receive approval from Dean
- Dean to forward completed ad copy to HR for posting and advertising.
- First committee meeting with Dean & HR Manager
- Advertisement placed in the Chronicle, HigheredJobs.com & NEHERC.org. Determine other advertising and listing/posting outlets.
- All applications received within guidelines set by the committee will be processed and logged by HR and made available for the committee to review; any late resumes will be given serious consideration in consultation with the Committee Chair. HR will send notification to each applicant, acknowledging the receipt of their application, resume and materials.
- Search Committee meets to determine process and roles, including:
    - Designation of a Search Chair.
    - Development of criteria checklist for initial review of applicants.
    - Determination of the role of student(s) in the search process.
    - The Dean and HR Director attend the first search committee meeting to review hiring process and answer any questions.
    - Preparation of standard question sets for phone interviews and on-campus interviews; review with Chair, Dean and HR Director.
    - Determine classes appropriate for candidate presentations
- All applications received by Human Resources will be tracked and notification will be sent to Academic Affairs office for use by search committee. If requested, HR will load all applications on to a secured website for all committee members to access. An email will be sent by HR to the committee with the secured link.
- Committee reviews the applications (never write on an original resume) and/or applications to narrow candidate pool to 6-10 for phone interviews. Dean approves pool.
- The Dean will forward to HR the list of chosen candidates for salary and interest screening. The Committee will also provide a list of dates and times to HR for the initial phone interviews. HR will arrange the phone interviews with the candidate once they have indicated that they are still interested in moving forward with their application.
- Committee conducts telephone interviews - obtains permission to contact referees.
- Committee recommends to Dean 2-3 finalists for on-campus interviews. The Dean approves candidates to progress to on-campus interview.
- Divisions arrange schedule in coordination with Academic Affairs and Human Resources for the on-campus interview.
    - If travel arrangements are required, contact HR.
    - For candidates who do not require travel arrangements, the Administrative Assistant will schedule the interview.
- Reference checks begin; coordinated with Dean.

- Committee makes recommendation to the Dean and Provost. Recommendations consist of a list of strengths and weaknesses of each finalist.
- Reference checks are completed.
- Provost extends offer to successful candidate according to the RFF Contract guidelines.

Expenses associated with a candidate's interview (cost of travel, accommodations, lodging, etc.) should be discussed with HR prior to inviting the candidate to campus. Human Resources will be responsible for arranging the travel and accommodations for all candidates invited to the campus. Reimbursement for a committee meal with the candidate is up to $90.00 per candidate. If a candidate's expenses come in under the limit, the excess can not be added to another candidate's expenses. To ensure timely reimbursement, the detailed meal receipt must be forwarded to HR for sign-off. (Note: This is the receipt that shows a breakdown of the meals, beverages, etc. The credit card receipt that lists only meal total, tip and tax is <u>not</u> sufficient and will be returned.) Any alcohol on the bill will not be reimbursed.

After the on-campus interviews, HR will send letters to the individuals that you are no longer considering, expressing our thanks for the opportunity to meet with them, and notifying them that we have selected other candidates.

CHECK REFERENCES

Once you identify your "candidate of choice", you should check the candidate's references. The references should include previous employers as well as personal references. During the candidate's on-site visit, the applicant will be required to sign an "Authorization to Check References" form.

References may be checked via telephone or written request. Some employers will only provide information if you request the information in writing and the candidate has signed the request giving the employer permission to release information.

Most employers will do no more than confirm employment of the candidate. They may confirm employment dates, title, or ending wage/pay. However, they will rarely provide any additional information.

Following are some generic questions that may be used when checking references. Obviously if you know the reference, you might wish to use other questions. Record your answers on a separate sheet of paper. DO NOT WRITE ON THE RESUME/APPLICATION.

1. "What is your relationship to" the candidate?
2. "How long have you known" the candidate?
3. "What do you believe are" the candidate's "strengths?"
4. "What would you say is" the candidate's "greatest weakness?"
5. "How would you describe" the candidate's "management style?" (If appropriate)
6. Describe Franklin Pierce University's position. "If you were responsible for hiring someone for this position would you hire" the candidate?
7. "Would you like to work for the candidate?"
8. "What do you know of" the candidate's "technical abilities?"
9. "Is there anything else you would like to tell me about" the candidate?

If the references validate the candidate, it is time to offer the position to the candidate.

Please contact HR if you have any questions regarding reference checks and what you can or can not ask.

MAKE THE OFFER

Verbal offer

It is University policy that the Provost (or their designee) is the only person authorized to make a job offer to a faculty candidate. This is to ensure that all verbal offers comply with University Policy and with Federal and State Laws.

HR is notified that an official offer was made via email and will follow up verbal offers to confirm pay rates, benefits, etc., determine a start date, clarify any questions, and inform the candidate that an official offer letter will be coming to them via U.S. mail. **Candidates must be made aware that all faculty and staff must attend a mandatory new-hire orientation PRIOR to working.**

Written offer for Full time Faculty *(CBA: Articles 14.2.3 and 14.2.4)*

HR will initiate the offer letter within 10-days of notification. Return receipt acknowledging acceptance of the position will be 20-days of the offer of appointment or considered non-acceptance. The appointment letter includes the following information.

- New Hire name
- New Hire address
- Title of position
- Courses to be taught
- Monthly salary
- Contract length
- Date of first-day orientation

The candidate is informed that they will need to sign and return the letter to HR within the 20 day post-offer time period.

ORIENTATION

Orientations are conducted Monday mornings at 8:30am in the HR conference room, DiGregorio.

During this meeting, the new faculty member completes all required forms, receives University information, payroll dates; receives and reviews various policies; and receives general benefit information with the option to complete paperwork at the time. Email and ID# information is given to the faculty member at orientation.