

## Staff Search Process Guidelines

### Preparing for the Search:

- 1. Hiring Supervisor submits the following for approval in NEOGOV:
  - a. *Personnel Requisition (Directions - Attachment A)*
  - b. *Recruitment Plan*
  - c. *Position Announcement*
  - d. *Evaluation Grid and Scoring Criteria*

### Conducting the Search:

- 2. Human Resources will post all job announcements after Personnel Requisition is approved through NEOGOV. Job announcements are generally posted for 2 weeks.
- 3. Human Resources will provide search committee training for committees, if requested.
- 4. Applicants will apply via the NEOGOV system. Paper materials will not be accepted.

### Screening and Selection:

- 5. Human Resources will pre-screen application materials for required qualifications and forward to search committee via NEOGOV. (Employment Specialist will work with Hiring Supervisor to resolve any questions during pre-screening.) Application materials received after the “Full Consideration Review Date” will be retained in NEOGOV-HR as a second pool.
- 6. Each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria, via NEOGOV under My SME (Subject Matter Expert) Review. Candidates materials are reviewed online and a paper grid is completed. (Directions – Attachment B)
- 7. Search committee chair compiles the scores from the individual grids and creates a master evaluation grid, marks each candidate in the NEOGOV system as Pass/Fail, and marks the SME Review Complete in the NEOGOV system.
- 8. Search committee chair prepares and submits *via email* to the Hiring Supervisor (if hiring supervisor is not chair):
  - a. *Memo requesting to conduct interviews (telephone and/or campus) with short list of the top-ranked candidates and explanation of choices.*
  - b. *Evaluation grid (master only)*
  - c. *Interview questions*
- 9. The Hiring Supervisor approves and submits the forms from Step 9 *via email* to Human Resources for review and approval.

- 10. Human Resources will review materials and obtain approval to interview.
- 11. Human Resources contacts the search committee chair via e-mail with interview approval and background check consent form information.
- 12. Search committee chair schedules interviews (telephone or campus). Times of interviews should be recorded in NEOGOV. (*Directions – Attachment C*)

*Note: Human Resources will make travel arrangements, if needed.*

- 13. Search committee and hiring supervisor conducts interviews.
- 14. Search committee/hiring supervisor conducts reference checks on the candidates.

### **Hiring the Candidate:**

- 15. Search committee chair prepares and submits via email to the Hiring Supervisor:
  - a. *Applicant Evaluation Memo*. (List Strengths and Weaknesses of every candidate interviewed on campus; the memo should address every candidate that was approved to be interviewed, regardless of whether or not the interview was actually conducted.) – **Do Not Rank or Recommend to Hire**
- 16. The Hiring Supervisor starts the request to hire process through the **NEOGOV** system. Hiring Supervisor will attach his/her request to hire memo and the search committee's memo through the NEOGOV system. Hiring Supervisor memo should address why/why not a candidate is being chosen and if there are second, or third choices. (*Directions – Attachment D*)
- 17. Once the Hiring Supervisor has made the request to hire in **NEOGOV** and attached his/her documents the request will be routed to the Director/Dean for approval. Director/Dean will approve/disapprove and attach a memo (if want to) in **NEOGOV**. (*Directions – Attachment D*)
- 18. Human Resources will review materials, conduct salary analysis and make salary recommendation; and will attach analysis in **NEOGOV**. The request will be routed to Equity Issues and appropriate Executive for hire and salary approval in **NEOGOV**.
- 19. Human Resources will notify Hiring Supervisor of approval to hire and salary via e-mail.
- 20. Hiring Supervisor extends offer of employment.

20A. If **candidate accepts position**: the Hiring Supervisor notifies Human Resources that the offer has been accepted. A formal letter of offer is issued by **Human Resources**.

20B. If **candidate declines position**:

- a. If a second candidate is identified in the request to hire memo, proceed with step 16.

- b. If a second candidate is not identified, the department Chair and Dean can identify a second candidate and request to hire (proceeding with step 16), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.

**Completing the Hire:**

- 21. On or before the first day of employment, new hire must complete new hire paperwork in the Human Resources Office. Human Resources will provide benefits orientation.
- 22. Human Resources will conduct a criminal background check.

**Closing the Search File:**

- 38. Human Resources will notification to unsuccessful candidates through the NEOGOV system, closing the search. **Hiring Supervisor should contact unsuccessful candidates that were brought to campus for an interview.**
- 39. If any search materials were printed from the NEOGOV system, **departments should shred all materials once search is complete.**

**Personnel Requisition Creation & Approval (through NEOGOV)**

1. Go to <https://login.neogov.com>
2. Enter Username and Password
3. Click Sign In
4. Click on Open New Requisition
5. Choose Class Code (Position to be filled) and click on Create New under Requisition Heading. Completing the Personnel Requisition Fields:
  - a. Desired Start Date: enter date
  - b. Working Title: actual title of position and department name (ex: Administrative Assistant – Human Resources)
  - c. Vacancies: number of openings
  - d. Division: choose division the position reports to
  - e. Department Name
  - f. Hiring Managers: choose and assign hiring manager/supervisor for position
  - g. Job Term: choose term of position (i.e. full time, part time)
  - h. List Type: choose Regular
  - i. Position Type: select radio button for existing position or new position
  - j. Position Control: if existing position, click on Add Another Vacancy. Then add information; Position #: enter position number if known, first name of terminating employee, last name of terminating employee, enter vacancy date.
  - k. Skills: leave blank
  - l. Comments: optional
  - m. Home Department Code: Organizational Code
  - n. Category: select appropriate category (i.e. faculty, administrative, clerical, etc.)
  - o. Job Type: choose Full Time or Part Time
  - p. Percentage of Full Time: enter 0 – 100%
  - q. Faculty: do not make selection
  - r. Position CIP Code (Faculty Only): do not enter text, leave blank
  - s. Discipline (Faculty Only): do not enter text, leave blank
  - t. Staff: choose appropriate type of position (i.e. regular or term)
  - u. Budgeted Salary (Budget/Accounting Office Use Only): budget or accounting office will enter the information
  - v. Index(es) to be Charged: enter the index(es) the position is paid from
  - w. Percent Salary: numerical value of the salary to paid from each index
  - x. No Approvals: NEVER check this box

**Personnel Requisition Creation & Approval (through NEOGOV)**

- y. Approval Chain to Follow – highlight approver name after approval group is selected
    - 1. HR Specialist (choose appropriate specialist)
    - 2. Supervisor (if supervisor is not creating requisition)
    - 3. Director/Dean
    - 4. Budget Office or Accounting Office
    - 5. Executive Staff
    - 6. Human Resources (Alissa Vandeven)
- Note:** Depending on who creates personnel requisition, will determine number of approvers to be selected. Choose **Final Approval** radio button **after** Human Resources.
- School of Visual and Performing Arts** – will add Associate Dean in the approver chain after Supervisor.
- 6. Click on Save Only. This will take you to summary page of personnel requisition and give the ability to add attachments. You will need to attach job announcement, recruitment plan, scoring criteria and grid.
  - 7. Attachments (located at bottom left corner): Click Add New
  - 8. File Description: Name of attachment
  - 9. File: Browse for Attachment to be uploaded (if needed, click on Attach another file)
  - 10. Click on Upload after all files are attached
  - 11. Click on Edit (located at top right corner)
  - 12. Click on Save and Release. This will send the personnel requisition through the approval chain.

Once the personnel requisition makes it through the approval chain, the HR Specialist will post the position announcement.

**Personnel Requisition Creation & Approval (through NEOGOV)**

**Individuals in the approval chain will receive an email notification alerting them that their action is required.**

1. Go to <https://login.neogov.com> or follow the directions in the email
2. Enter in Username and Password
3. Click Sign In
4. Go to Approvals (top left corner)
5. Click on Requisitions
6. Under Requisitions Awaiting My Action click on title of position to view summary of requisition, if changes are needed click edit , make changes, click save. (Repeat steps 4 and 5)
7. Under Action click on Approve/Deny to approve, deny, hold/pend or cancel the requisition
8. Select action to be taken, if needed add comments
9. Click on Save
10. If Deny was selected as the action, now can choose who the requisition should be returned to and click save; that individual will receive email regarding action to be taken.

Approver can view approval history of requisition by clicking on History under Action heading, which will include action date/time, approver and action taken by approver.

Once the personnel requisition makes it through the approval chain, the HR Specialist will post the position announcement.

## Attachment B

### Search Committee Review of Applicants (through NEOGOV)

1. Go to <https://login.neogov.com>
2. Enter Username and Password
3. Click Sign In
4. In the upper right corner under your name, click on My SME Review (SME = Subject Matter Expert, for our purposes this will be the search committee)
5. To view applications, click on Title of the position under the Exam Plan heading
6. This will bring up a list of applicants for the position
7. Click on the Candidate name to view application materials
8. Each search committee member will complete an individual grid supplied by search committee chair. **Note: Committee members will NOT pass/fail candidates in NEOGOV, this is the responsibility of the committee chair.**
9. After the composite grid is created by the search committee chairperson, they will pass/fail each individual candidate in NEOGOV.
  - a. Click candidate name to view application materials
  - b. Click on Show Candidate Disposition in the upper right hand corner
  - c. Highlight Passed or Failed radio button for each candidate (Passed candidates are anyone who could potentially be interviewed during the search process. Failed candidates will no longer be considered viable candidates.)
  - d. If Failed, select rejection reason from drop down menu and add any comments.
  - e. Click Save
10. Search committee Chair, via e-mail, then sends request to phone interview memo, composite grid, and interview questions to Hiring Supervisor. Hiring Supervisor will review and forward request to interview memo, composite grid, interview questions, and their approval to appropriate HR Specialist via email.

## Attachment C

### Scheduling Interviews (through NEOGOV)

1. Approval for interviews required before beginning this process.
2. Go to <https://login.neogov.com>
3. Enter Username and Password
4. Click Sign In
5. **Search Committee Chair** -- In the upper right corner under your name, click on **My List** to see the Referred List of Candidates. **The Referred List is the list of candidates approved for interviews.**
6. To view list, click on View under Candidates heading. On this screen you will be able to view the list of candidates to be interviewed and track interview time and date.
7. To track interview schedule for each candidate, open candidate record, then in upper right hand corner select Schedule Interview and click on GO. Choose date, time and any other information you want to keep record of.
8. Click on Save.
9. Campus interviews completed

**Request to Hire (through NEOGOV)**

1. *Request to Hire started by Hiring Supervisor in NEOGOV.*
2. Go to <https://login.neogov.com>
3. Enter Username and Password
4. Click Sign In
5. In the upper right corner under your name, click on My List
6. Click on View under Candidates heading
7. Click on the candidate name to be hired
8. Upper right corner at Interview Scheduled: select Hire, and click on Go.  
*Note: This is the approval chain to obtain approval to hire, do not make offer at this point.*
9. Offer Date: let default as today's date
10. Offer Amount: leave blank
11. Bonus Amount: leave as default
12. Answer Date: leave blank
13. Filled On Date: let default as today's date
14. Start Date: enter anticipated start date of employment
15. Orientation Date: let default at today's date
16. Keep Active on Eligible List: choose Yes
17. Select Choice of Hire
18. Select approval Chain as follows: Dean/Director (if needed), HR Specialist (choose appropriate specialist), Human Resources (Jim Cook), and Executive Staff
19. Click on Save Only (**not** Save and Release)
20. Go back to Referred List
21. Click on Details under Hired heading
22. This will take you to summary page of Personnel Action Form and give you the ability to add attachments. Hiring Supervisor will attach search committee's memo outlining strengths/weaknesses of each interviewee and their request to hire memo.
23. Attachments (located at bottom left corner): Click Add New
24. File Description: Name of attachment
25. File: Browse for Attachment to be uploaded (if needed, click on Attach another file)
26. Click on Upload after all files are attached
27. Click on Edit located above candidate name on the left
28. Click on Save and Release at bottom of page
29. Request to hire will be routed for necessary approvals
30. Human Resources will notify Hiring Supervisor of approval to offer and salary via email.

**Request to Hire (through NEOGOV)**

**Dean/Director Approval of Hire:**

1. Go to <https://login.neogov.com>
2. Enter Username and Password
3. Click Sign In
4. Upper left corner under Approvals, click on Hires
5. Click on Details under Hire heading
6. To view attached documents from search committee and Hiring Supervisor, click on File Name of attachment
7. If desired, Dean/Director can attach supporting documents by clicking on Add New
8. Upper left corner under Approvals, click on Hires
9. Under Action heading, click on Approve/Deny
10. Select Approve or Deny, enter any comments
11. Click Save

**Executive Approval of Hire**

1. Go to <https://login.neogov.com>
2. Enter Username and Password
3. Click Sign In
4. Upper left corner under Approvals, click on Hires
5. Click on Details under Hire heading to view attachments of request to hire and salary analysis
6. To view, click on File Name of attachment. Note: Salary analysis/range will be password protected
7. Upper left corner under Approvals, click on Hires
8. Under Action heading, click on Approve/Deny and any comments
9. Click Save