



## Hiring Procedures – Staff, Faculty, Graduate Assistants, Interns, Volunteers, Non-Compensated Affiliates and Camp Workers

**PURPOSE:** To establish a standard process and set the tone of commitment for staffing and promoting to assure compliance with the affirmative action plan, equal employment opportunity, and enhance diversity in accordance with guidelines established by the Civil Rights Division and State and Federal Laws and Regulations.

### **Staff, Faculty, Graduate Assistants**

The following steps will be followed when hiring staff, faculty, graduate assistant or student worker:

1. The hiring department will create a Personnel Hiring Justification (PHJ) and route the form with the current job description for approval.
2. When approvals have been received, the form will be submitted to the Human Resources Department.
3. The Search/Screening Committee Chair will create the job announcement with the assistance of the Human Resources Department. Internal Only postings will remain open for a minimum of 5 calendar days. External postings will remain open for a minimum of 10 calendar days.
4. The Human Resources Department will electronically upload all of the applicants to the Search/Screening Committee. All Search/Screening Committee members must complete Search/Screening Committee training before participating on a Search/Screening Committee.
5. All qualified applicants will be considered. The screening criteria must be objective, job related, developed in advance, and consistently applied. A scoring matrix must be used to document the screening of the applicants by the Search/Screening committee. Any screening tool or matrix used is part of the record that will be maintained to indicate the disposition of each applicant at this step. The Search/Screening Committee will review the applicant material and select who they would like to interview. The Search/Screening Committee is responsible for setting up the interviews. All interviews questions must be approved by the Human Resources Department. The Human

Resources can provide interview questions if needed. The Board of Trustees may interview the final applicant(s) before a final decision is made.

6. When the search committee selects the applicant, the originator (Dean/Department Head) will create a Selection Form and route the form for approval. The Dean or position supervisor will forward all interview materials to the Human Resources Department.
7. The HR Generalist will extend a verbal offer to the applicant, contingent upon successful completion of a background check and the applicant's ability to produce eligibility to work in the United States.
8. Once the applicant verbally accepts the position, the Human Resources Department will initiate the criminal background check through a third party vendor.
9. Once the applicant has been extended a formal offer and the applicant accepts the position, they will be scheduled to meet with the Human Resources Department on their first day of work to complete the new hire paperwork.
10. After the background check is complete and the formal offer is received in Human Resources, the remaining applicants will be notified.

#### **Volunteers, Interns, Non-Compensated Affiliates, and Camp Workers**

1. When a need has been identified for a volunteer, intern or non-compensated affiliate, the hiring department will complete a Selection Form (Volunteer, Intern, Non Compensated Affiliate, Camp Worker.) The form should be routed for approvals.
2. When the approvals have been received, the forms should be forwarded to the Human Resources.
3. The Human Resources Department will initiate the criminal background check through a third party vendor. *(Please note, a background check must be completed before the person is allowed to perform services for the university.)*
4. When the result has been received, the Human Resources will contact the person if paperwork is required.
5. The person will be assigned to the required training for their position in which they will be working.