

Recruitment Blueprint-Moving from Planning to Hired

Instructions: Use the following list to navigate through the hiring process. The items should be followed in the order listed. Check boxes as tasks are completed. **For a comprehensive review of the process, please refer to the Recruitment & Selection Guidelines located under Forms & Documents on the HR web-page.**

If a temporary employee is needed during the recruitment period, contact the Temporary Employment Administrator for assistance.

Vacant Position/Establishing New Position-Classification & Compensation Consultation

- Identify vacant position**
 - Position # _____ Position Title: _____
 - Determine the [competency level](#) desired for the position (SHRA only-Contributing, Journey, Advanced)
 - Review the position description to determine necessary changes/updates to the position. (Position descriptions are available via PeopleAdmin.)
 - Consult with Classification & Compensation Administrator
 - Establish a new position** *Documents can be accessed via the HR webpage under Forms & Documents*
 - Consult with Classification & Compensation Administrator to establish new position (determine classification, review salary ranges, determine duties)
 - Determine the need for the new position (justification)
 - Update the organizational chart, **highlighting** where the changes will be made (ie indicate vacant or include the position #) and have it signed by the Division Head/Vice Chancellor
 - Complete job description using either:
 - [Career Banding Position Description Form](#) (SHRA positions only)
 - [EHRA Position Description Template](#)
- The Class & Comp manager will work with budget to determine a position number*
- Position # _____ Position Title: _____

Posting the Position

- Complete the [New Request to Post a position packet](#) located under Forms & Documents on the HR web-page in its entirety (Effective May 1, 2021)
- Positions will be posted within 72 hours of information being received and completed in HR

Establish Committee (must be submitted by close of business on day 5 of posting)

- Select up to 5 committee members –including Chairperson (may be Hiring Manager) 1-3 members for SHRA and 3-5 members for EHRA; Hiring Managers may schedule second round interviews which may be 1:1
 - Identify a Chairperson _____
 - Contact each committee member to confirm participation
 - Ensure committee is diverse in race and gender
 - Committee membership will be reviewed and a response sent within 72 hours**
 - HR Recruitment provides training to new committee members as needed
 - HR Recruitment uploads training materials and required search process forms to the Internal Posting Documents section of the posting (The committee can access all documents while viewing the summary of the posting.)
 - If the position is posted for 5 days only, questions must be in by day 2 close of business in order to be reviewed and approved by day 5**

Interview Questions (must be submitted by close of business on day 5 of posting)

- Develop the interview questions
 - Review [Interview Questions: Legal Considerations](#).
 - Consider open-ended, behavioral-based questions that encourage the candidate to share job related information.
 - (SHRA positions only) There should be at least one question relevant to each competency for the position. Label each question with the corresponding competency. (follow up questions may be asked based on candidate responses, but must be relevant and follow legal considerations, all candidates do not have to be asked the same follow up questions)
 - Interview questions will be reviewed and a response sent within 72 hours
 - If the position is posted for 5 days only, questions must be in by day 2 close of business in order to be reviewed and approved by day 5

Committee Review

- Chairperson contacts committee and schedules initial meeting
- Chairperson informs HR Recruitment of initial meeting
- Chairperson & Committee attend initial meeting (HR Recruitment attends meeting, as needed)
- Hiring manager may attend initial meeting to provide charge to the committee, if not the chairperson
- Chairperson & Committee complete thorough review of active applicants
- Chairperson & Committee complete rating sheets up to the initial Rating column
- Chairperson submits list of candidates selected for interview to HR Recruitment jobs@ecsu.edu
 - ↳ Recruitment review cleared
 - ↳ EEO review cleared
 - ↳ HR notifies Chairperson to proceed with scheduling interviews

Please allow up to 3 days processing time for the Recruitment and EEO reviews.

- Chairperson/Committee schedules and conducts interviews (interviews may be in person or virtual)
- Chairperson & Committee complete Committee Interview column (and/or Final Interview column if relevant)
- Chairperson & Committee designate 2-3 top candidates as MQ & refer them to hiring manager in unranked order. **Or, at hiring manager's request, the committee may designate the single Best Qualified candidate for hire.**
- Each committee member audits their documentation (before submission) and submits rating sheets and interview notes to the Chairperson
- Chairperson completes Compilation sheet and audits search package (all committee and chair documentation)
 - Chairperson ensures all applicants in applicant pool are accounted for on all committee rating sheets and compilation sheet
- Chairperson submits (search package) to HR Recruitment:
 - Rating sheets for each committee member including Chairperson
 - Notes from Interviews for each committee member including Chairperson
 - Compilation sheet and any additional notes

(Do not return training materials, applicant materials -such as application/résumé, policies, or instructions to HR. Applicant items such as application/résumé/cover letter/transcriptions/etc. should be shredded.)

- If hiring manager did not serve on committee, Chairperson refers top candidate(s) to hiring manager via email with cc to jobs@ecs.edu. (turn in search package)
- Hiring Manager may interview referred top candidates to make final determination of Best Qualified candidate
- Hiring manager submits Competency Assessment (SHRA positions only) and discusses salary with Class and Compensation manager and the salary is approved
- Hiring manager submits hiring proposal via PeopleAdmin
 - Hiring proposal approval process
 - ↳ supervisor→recruitment→dept/unit head→division head→
 - ↳ budget→eeo→chro→chancellor→HR for processing

The hiring manager can monitor the progress of the hiring proposal via PeopleAdmin.

Verification Process

- Hiring manager requests division's background check representative to send evite to candidate
- Hiring manager or Chairperson contacts Best Qualified candidate with Offer of Interest (use provided email template titled ECSU: Offer of Interest)
- Candidate responds with request to proceed with verification process
- Chairperson completes employment verifications using designated HR form
 - Reference Check form
- Chairperson accesses references listed on candidate's application by selecting the Recommendations tab; then selects 'Send' to generate email for each reference listed
 - Chairperson should monitor Recommendations section of the job posting for submission updates
 - Recommendation letters and forms or a combination of the two are accepted for a total of 3 references total
- Chairperson completes Verification Checklist and uses it as cover sheet for Verification package
- Chairperson submits (verification package) to HR via email jobs@ecs.edu:
 - Verification Checklist (cover sheet)
 - Acceptance or Denial of Offer of Interest
 - Reference Check form(s)
 - Letters of Recommendation x3
 - Relevant email correspondence

Human Resources

Processing time is dependent upon multiple factors such as candidate response, background check vendor results, etc.

Recruitment

- Audits search packet
- Receives hiring proposal
- Audits verification packet
- Clears background check
- Candidate documentation submitted to Class & Comp

Class & Comp

- Official Offer of Employment sent to candidate
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Onboarding & New Employee Orientation

- Upon the candidate accepted the final offer, the candidate is sent onboarding documentation to complete
- New Employee Orientation is scheduled on the 1st and 2nd Tuesdays of each month
- Benefits meetings are scheduled on Thursdays and Fridays
- New Hires may begin between the 1st and 8th of the month *exception employee is already on staff in a temporary or permanent position