**General Recruitment Process**

**I. Requirements for Posting Positions through Applicant Tracking System (ATS)**

These steps describe the requirements to recruit, interview and hire for all open staff positions classified as regular, term, full time, part time, temporary and Interns All staff must be hired through this process.

**A. Posting of All Staff Positions**

**1. Submitting a Requisition (1 day for 1 and 2)**

All requisitions for open position (direct and indirect positions) must be completed with appropriate approvals to include salary recommendations.

**2. Salary Recommendation**

Hiring Managers- Project Manager (HM/PM) are responsible for providing salary ranges, often in consultation with Human Resources (HR). Salary determinations are based on pay grade, market value, and internal equity with similarly situated current staff. If the HM/PM and HR cannot mutually agree on a salary recommendation, the matter will be referred to a designated executive leader, who will have the authority to mediate an acceptable resolution.

**3. Posting an Open Position (time to fill not to exceed 30 days)**

* Staff vacancies including (direct and indirect to include full – and part-time positions) which are anticipated to last for 3 days or longer are required to be posted for a minimum of 5 calendar days or until a reasonable applicant pool is developed. All positions must be posted prior to an offer being made.
* All positions must be classified by Compensation and posted with the basic qualifications.
* The posting of an open position must have the same basic qualifications as the description of record.
* Positions are required to be reposted if basic qualifications as defined by the job description are changed for any reason. If that occurs, a new posting must be created and the 5-day requirement must begin again.
* Vacancies that are expected to be filled with a current staff member can be indicated as such by including “internal applicants only”, in the posting. All other vacancies must be posted to the website and any appropriate job boards.
* A position will be considered inactive/on hold if there has been no communication from the hiring department to the Recruiter for 15 days. After the Recruiter notifies the HM/PM, an inactive position will be removed from the active recruitment listing and cancelled unless the HM/PM requests that the posting remain open. The HM/PM will need to resubmit the requisition to re-post the position.

**4**. **Advertising an Opening**

* External advertising for open positions must be coordinated through Recruitment Services and job seekers must be directed to the career site. This includes, but is not limited to, advertising on websites, targeted recruitment sites, newspapers, universities, professional organizations, trade journals, state employment services, and personal contacts.

**II. Applications for Employment (3-5 days)**

* Communications made directly to the HM/PM about employment are not considered an application. All job seekers must apply through the website for a particular position through ATS. A jobseeker is not considered an applicant unless an application is submitted “online” for a specific position. Job seekers with a previous employment history must disclose this information at the time of submitting application to determine eligibility for rehire. Applications for employment will not be accepted by any other means or outside of the established Human Resources Hiring Process. HM/PMs must direct all job seekers to apply online.

1. **Applicant Screening**

* Recruiters in consultation with the HM/PM are responsible for identifying and screening a pool of applicants. The Recruiters will pre-screen job seekers against advertised basic qualifications and identify the most qualified applicants for referral to the HM/PM. HM/PM may refer qualified applicants to apply through the regular process. Job seekers who do not meet basic qualifications will not continue in the selection process and shall be notified of their status by the Recruiter.
  + If the position (s) requires customer approval the HM/PM is responsible for noting the length and process to ensure appropriate candidate management designation.

**B. Applicant Referrals**

* The designated Recruiter will determine which qualified applicants for the position will be sent to the HM/PM. The application materials will be forwarded to the HM/PM for consideration. The HM/PM will reviews all referred applicants and either moves them forward in the Recruitment selection process or notify the Recruiter if the applicant is no longer in consideration or does not meet the minimum requirement (HM must provide reasoning as to why the applicant was not found to be appropriate for the position). All applicants must be notified of their status in the process by the Recruiter, unless the HM/PM requests to make the communications.

**C. Notification of Disposition to Job Candidates (1 day)**

* The Recruiter will notify and document the disposition of any candidate who was not interviewed. The Recruiter and HM/PM will agree upon the notification to anyone who was interviewed for a position (Standard notification letter/language available through ATS). The notification to candidates who were not selected must be made promptly upon determination of the disposition of the candidate. Documentation of all determinations must also be promptly recorded in ATS.

1. **Internet Applicant Disposition List**

|  |
| --- |
| **Basic Qualifications Not Met:** |
| Does Not Meet Educational Requirements |
| Does Not Meet Experience Requirements |
| Ineligible for Rehire |
| Ineligible for Transfer |
| Not Available for Required Travel |
| Failed Pre-Employment Test(s) |
| Negative Reference Checks |
| Unstable Employment History |
| **Candidate Withdrew from Consideration:** |
| Failed To Keep Scheduled Interviews |
| Not Available for Required Travel |
| Refused to take Pre-Employment Test(s) |
| Unable to Contact/Non-responsive |
| Unwilling to Relocate |
| Withdrawal Requested By Candidate |
| **Proposal Related Dispositions:** |
| Accepted Contingent on Award Offer |
| Declined Contingent on Award Offer |
| **Consultant Related Disposition:** |
| Accepted Consultancy Agreement |
| Declined Consultancy Agreement |
| **Temporary Hire:** |
| **Temp hire (# days)** |
| **Temp to Perm (# days)** |

**III. Interview/Selection of Applicants (2 -3 days)**

**A. Internal Applicants**

In support of retaining staff and providing professional opportunities, internal applicants who meet the basic qualifications of open positions should receive first consideration for referral to the HM/PM.

**B. Interviewing Applicants**

HM/PM must conduct interviews with selected candidates from the list of applicants screened by Recruiter. In an effort to ensure consistency and to select the best candidates for open positions, HM/PMs are recommended to use a behavioral interviewing methodology. In addition, any interview notes must be retained by the HM/PM and documented on the “Interview Evaluation Form” and kept in the departmental file in accordance with recordkeeping guidelines established by Human Resources.

**C. Interviewing Guidelines**

The HM/PMs are responsible for being consistent and equitable in interviewing candidates. They should:

1. Interview a number of candidates to ensure that a fair comparison takes place;
2. Ask only job related questions;
3. Use the same standardized interview guide for all those interviewing for the same position; and
4. Schedule and plan to spend the same amount of interview time with all candidates

**V. Employment Authorization Request (1 day)**

Once the HM/PM completes the interview process a final candidate selection is made, an Employment Authorization Request must be completed. This request must clearly delineate:

1. Department/Unit requesting employment authorization
2. Interview times and dates
3. Interviewers recommendation
4. Reporting structure
5. the agreed/approved annual compensation

**VI. Offers of Employment (2 days)**

**A. Extending Intent to Hire**

HM/PMs are responsible for the selection of the candidate from the applicant pool and extending a contingent offer of employment: Reminder: The selected candidate must meet all of the posted basic qualifications.

**B. Formalizing the Offer of Employment**

HR must be notified of the intent to hire in order to finalize the hiring process. Finalizing the process will include successful completion of the following:

1. The department’s communication to the Recruiter/HR of the hiring decision.
2. HR initiating the necessary pre-employment screening (references, background check as applicable); and
3. HR generates the offer confirmation letter with all the pre-employment terms to be satisfied before start date. (New Hire paperwork)

The proposed start date must allow sufficient time for completion of pre-employment screening prior to start of employment. Usually, a period of 5--7 business days 10 is required before an offer can be finalized.

**C. Rescinding an Offer**

Under certain circumstances, it may be necessary to rescind an offer of employment. These circumstances include, but are not limited to the following:

1. A candidate fails to comply with established timelines associated with the pre-employment screening process;
2. A candidate does not pass the pre-employment screen;
3. A candidate omits or falsifies information on the application or related documents;
4. Reference information is unfavorable or inconsistent with information provided by the candidate.

In the event that it is appropriate to rescind an offer, the Recruiter will notify the HM/PM and HR as well as notify the candidate in writing.

**VII. Pre-Employment Requirements**

Offers of employment are contingent on the pre-employment evaluation or screen as determined by the position.

**A. References**

A minimum of two work-related references from the candidate’s previous employment is a requirement. References should be obtained from individuals that held positions of authority above the candidate or from the office specifically designated by the employer to provide such information. The reference check process will be agreed upon at the time the contingent offer is made. Internal candidates pursuing a transfer must receive a reference from the current supervisor prior to an offer being confirmed.

**B. Pre-Employment Background Check**

Whether through a third-party vendor or the designated ATS pre-employment background and reference checks is a requirement. The background check will be completed only after a contingent offer of employment is made and accepted. All offers of employment are contingent upon the successful completion of the background check. Prospective hires cannot begin work prior to the hiring department receiving notification that the candidate meets all pre-screening criteria.

**1. Standard Background Checks**

1. Criminal Background checks are conducted on all new hires

**2. Evaluation of Background Check Results**

1. Employment eligibility of new hires, transfers, and rehires will be determined by reviewing the findings against the established criteria and the job duties/requirements for each position. The determination will take into account the position applied for, as well as the relevant factors, including any legal and/or regulatory requirements.
2. If the results received contradict the application, the candidate will be removed from the process due to falsification of application. Applicants who falsify their applications will be documented as ineligible for hire and will not be eligible for future consideration for employment at .
3. If a staff member seeking a transfer does not qualify for the new position based on the results of the background check, he/she will not be allowed to transfer.