

Recruiting & Hiring 101:

What You Need to Know

Today's Agenda

- The Request to Advertise
- Position Description
- The Interview
- The Hiring Proposal
- Job Offer

Request to Advertise

Step One

Documents to complete

- * Critical Hire Form
- * Questions to Advertise and Hire – Section 1

Critical Hire Page One

The Critical Hire +
Strategic hire =
Critical Hire Process
and Justification
Template

It is imperative to
complete all of the
information on this
page

Critical Hire Process and Justification Template

Instructions:

Department Action: Please complete the Position Data and Justification Narrative sections. Send the **Critical Hire** form to the Human Resources email at HRASU@asurams.edu

HR Action: HR will submit the completed **Critical Hire** form for review and approval to the following: President, Chief Business Officer, and USG.

Processing Timeline for USG: Critical Hire forms submitted by close of business on Monday will have a response by Friday at 5pm the same week; however, **Critical Hire** forms submitted after Monday may require additional processing time. Once HR receives a response from USG, an email will be sent to the requesting department

Institution and Contact Information

| | |
|--|--|
| Institution Name: Albany State University | |
| Submitted by (name): Bridgette Wilder | Email Address: Bridgette.wilder@asurams.edu |
| Contact Number: (229) 500-3091 | |

Position Data

| | | | | | |
|--|--|---------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Vacant Position | | <input type="checkbox"/> New Position | | <input type="checkbox"/> Reclassification or Promotion | |
| Department: | | | Position Number: | | |
| Position Title: | | | Position Budget: | | |
| Date position became vacant: | | | Classification Title: | | |
| Current or Previous Incumbent (name): | | | Current or Previous Incumbent Salary: | | |
| Pay Grade/Range for Position (please list all): | | Minimum | Midpoint | Maximum | |
| Anticipated Salary: | If anticipated salary will be above \$100k, please provide an explanation: | | | | |
| Fund Source: | | | | | |

Critical Hire

Pages Two & Three

Critical Hire Process and Justification Template

Position Data - continued

| | |
|--|--|
| <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Regular <input type="checkbox"/> Limited Term | |
| Position Fully Funded For Current FY: <input type="checkbox"/> Yes <input type="checkbox"/> No | Position Funding Account #: |
| Position BCAT Code: | Pay Group: |
| Position Type: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty | FLSA Status: <input type="checkbox"/> Non-Exempt (Hourly) <input type="checkbox"/> Exempt (Salaried) |

Justification Narrative:

Please provide a narrative of the role and need for continuance.

| |
|--|
| |
|--|

When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.

| |
|--|
| |
|--|

Critical Hire Process and Justification Template

Justification Narrative continued:

What other alternatives or organization strategies have been considered?

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|--|
| |
|--|

Describe the impact to the department and to the institution if the position is filled.

| |
|--|
| |
|--|

If this position is not filled, how will the institution perform the responsibilities and duties of the position.

| |
|--|
| |
|--|

Remember to complete all sections of each page

Critical Hire Page Four

Remember to
complete all
sections of each
page

Critical Hire Process and Justification Template

Justification Narrative continued:

Outline any financial or other consequences, if there are any, which might adversely affect the institution, if the position is not approved.

| |
|--|
| |
|--|

Is this position needed to meet any of the following: accreditation standards, regulatory compliance standards, contractual/legal obligations, health or safety needs? If any of these apply, please provide a high-level summary of the specific need met.

| |
|--|
| |
|--|

Critical Hire Page Five

If the salary being offered is \$40k or greater, the additional signature are obtained here



Critical Hire Process and Justification Template

Management Signature Approvals:

Hiring Manager

Hiring Manager Name: _____

Hiring Manager Title: _____

Hiring Department: _____

Date: _____

Management Attestation:

I approve this recommendation and request that the Strategic Hire Team review and approve the proposal for the position indicated:

Department Head/Chair: _____ Date _____

Dean: _____ Date _____

Vice President: _____ Date _____

Budget Signature Approvals:

| | Signature | Approve | Reject | Date |
|---|-----------|---------|--------|-------|
| Budget Director | _____ | _____ | _____ | _____ |
| Title III | _____ | _____ | _____ | _____ |
| VP of Administration and Fiscal Affairs | _____ | _____ | _____ | _____ |

Additional Signature Approvals Required for Positions With Salaries Greater than \$40,000. Note – HR will submit the completed Critical Hire Form for review and signature approval to the following: President, Chief Business Officer, & USG.

The signed form must be uploaded in the survey tool with the request. This request will not be accepted or considered without the signed form.

Chief Business Officer: _____ Date: _____

President: _____ Date: _____

Questions to Advertise



Complete the top portion and section 1



Questions for Request to Advertise Jobs and Request to Hire Applicants

Hiring Manger: _____

Hiring Department: _____

Job Title: _____

Budgeted Position Funding: _____

Section 1

Questions for Request to Advertise:

1. Was the position included as a reduction in the CAR or other report?
2. Does the department have the funds and the position number to hire for the position?

Section 2

Questions for Requests to Hire:

Selected Candidate: _____

Proposed Salary: _____

Internal Candidate

External Candidate

Request to Advertise cont.

Step Two

Documents to gather

- * Organizational Chart
- * Copy of the Grant for Grant positions (if applicable)

Request to Advertise cont.

Step Three

Send the documents through the signature chain

Step Four

Budgets / Title III will validate the funding and send to HR

Request to Advertise cont.

Step Five

HR will review your advertising request with the ASU Critical Hire Team and if applicable, submit to the USG Critical Hire Team*.

*If the job pays \$40k or more, the USG Critical Hire Team must approve the job posting

Request to Advertise cont.

Step Six

Approval: The hiring manager is notified and advised to create the Position Description.

Disapproval: The hiring manager is notified and provided the reasons for disapproval.

Job Posting

- Hiring manager creates the position description
- Send the position description to the next level for approval
- HR receives the position description after all signatures are received
- HR posts the job to the ASU Careers Webpage and selected external sites*

*Hiring department is responsible for external posting costs

- Hiring Manager notified when job is posted and receives qualifications checklist.

Interviewing: The Basics

- Use the Qualifications Checklist to identify qualified applicants that applied for the job
- Interview at least 3 qualified candidates
- If 3 are not available to interview
 - Interview available candidates
 - Contact HR to assess the job posting
 - Revise the ad
 - Evaluate outside posting possibilities
- Conduct interviews
- Update applicant status in PeopleAdmin
- Complete the Interview Summary Form

Interview Summary Form

Complete the form with a high level recap of the candidate.

*Do not just put
Qualified!*

If you interview more than four candidates, complete another form.

| ASU STAFF & FACULTY INTERVIEW SUMMARY FORM | | |
|---|-----------------------------|----------------------------|
| <u>Interviewing and Hiring Procedure:</u> | | |
| 1. Prior to conducting interviews, complete the Qualification Checklist, and compare each applicant's qualifications to the checklist. | | |
| 2. Applicants interviewed must meet the minimum stated qualifications. | | |
| 3. A minimum of three (3) qualified candidates should be interviewed. | | |
| 4. After completion of interviews, the following should be completed: <i>The ASU Staff and Faculty Interviewing Form and the Questions for Request to Advertise Jobs and Request to Hire Applicants form, and Hiring Proposal.</i> The completed the <i>ASU Staff and Faculty Interviewing Form and the Questions for Request to Advertise Jobs and Request to Hire Applicants form</i> must be forwarded to the Office of Human Resources to ensure compliance with state guidelines and EEO/AA goals. | | |
| 5. Staff Offer Letters: Once the Hiring proposal with the required signatures is submitted and the Critical Hire Team approves the selected hiring proposal, formal job offers for all staff positions will be sent from the Office of Human Resources. | | |
| 6. Faculty Offer Letters: Once the Hiring proposal with the required signatures is submitted and the Critical Hire Team approves the selected hiring proposal, formal job offers for all faculty positions will be sent from the Provost and Dean of College. | | |
| Job Number: | Department Name: | Today's Date: |
| Position Title: | | Position #: |
| Proposed Salary | Interviewers Names: | |
| Applicant's Name | Date/Time of Interview | Comments by Interviewer(s) |
| | | |
| | | |
| | | |
| | | |
| Applicant selected for this position: | | |
| Justification for selecting this individual: | | |
| Second Choice Selection: | | Third Choice Selection: |
| Interviewer's Signature | Department Head's Signature | HR Signature |

Request to Hire

Step One

- Compete the Hiring Proposal in PeopleAdmin
- Send the proposal to the next approver
- HR will be the last approver

Request to Hire cont.

Step Two

Complete the Questions to
Advertise and Hire document

Request to Hire cont.

If this is a new
hire, complete
only section 2

*Do not answer
with just
Qualified!*

Section 2 Continued:

Questions for Requests to Hire Continued:

1. How many applicants were in the pool of candidates for this job?
2. How many applicants were invited to interview?
3. How many applicants were interviewed?
4. Is the candidate chosen as qualified, or more qualified, than the other candidates in the pool?
5. If the selected candidate is not as qualified as the other candidates, explain why they were chosen over the other candidates.
6. If the candidate was chosen for special qualifications not reported by other candidates, were those qualifications listed as preferred qualifications for the job?
7. Does the chosen candidate meet minimum qualifications?
8. Does the chosen candidate have qualifications above the minimum (preferred qualifications)? If so, please list.

Request to Hire cont.

If this is a rehire,
complete section
2 and 3

*Do not answer
with just
Qualified!*

Section 3

Questions for Requests to Hire for former ASU employee:

1. Did the candidate leave the institution in good standing? (i.e., the employee's file is absent of documented performance challenges, suspensions, derogatory investigations, etc.)
2. References are required for all professional hires (if the candidate was a former employee, the last supervisor must provide a reference).
3. What was the last position and salary at ASU?
4. What is the salary offered in the current position?
5. Is the candidate recommended for rehire?
6. Did the candidate separate from the institution through a RIF or other institution-initiated separation?

Important Note: The questions above are not intended to give any candidate more or less credit for employment, but they are critical to hiring the most qualified candidate for the position.

Request to Hire cont.

Step Three

- Send completed forms to HR
 - Interview Summary
 - Questions to Advertise and Hire
- Submit the forms to hrasurams@asu.edu
- The subject line should read 'Critical Hire – Request to hire'

Request to Hire cont.

Step Four

The HR review

- The documents submitted will be vetted
- The applicant's resume will be assessed using the Qualifications Checklist
 - Qualified – HR will send to ASU Critical Hire Team
 - Not Qualified – Hiring manager is contacted for more information or the possibility of the hire proposal being canceled.

Request to Hire cont.

Step five

The Committee Approves:

- Hiring manager is notified

The Committee Disapproves:

- Hiring manager is notified and reasons provided

Job Offer Process

- Making the offer
 - Contingent job offer is made
 - Staff offers made by HR both verbal and written offers
 - Faculty offers are made by Academic Affairs after HR has notified them of the approval.

Job Offer Process cont.

- Offer Accepted
 - HR initiates the Background check
 - *Background check is done on all new hires and rerun on anyone separated a year or longer
 - Successful Background checks – New hire paperwork is sent

Job Offer cont.

- Unsuccessful Background checks-
pre-adverse letters are sent
 - The candidate has the opportunity to respond to the background check.
- The response is reviewed
 - Accepted – the new hire paperwork is sent
 - Declined – the job offer is rescinded and the hiring manager is notified

Job Closure

- Once the employee has started, the job will need to be closed
 - HR notifies the hiring manager to update the applicant pool
 - Once this is done, the hiring manager will notify hrasu@asurams.edu to close the position.

Questions
&
Answers