

HIRING PROCEDURES FOR FACULTY, EXEMPT AND NON-EXEMPT POSITIONS

I) INITIATING THE SEARCH PROCESS

- a. Contact your Vice President for approval to fill the position.
- b. Review, revise, or develop a Position Description in the [Applicant Tracking System](#) (ATS). The classification/reclassification process has changed and email copies will not be accepted. Please [click here](#) for instructions.
- c. Submit your Position Request through the [Applicant Tracking System](#). [Click here](#) for instructions on how to create a faculty request, and [click here](#) for instructions to create an exempt or non-exempt position request.
- d. Exempt staff positions will be posted between the minimum and 1st quartile of the approved salary range.
Non-Exempt staff positions will be posted at the minimum of the approved hourly wage. For more information regarding the Salary Structure please [click here](#). For details regarding the Salary Administrative Guidelines please [click here](#).
- e. Provide advertising plans and search committee members' information with your position request on the Advertisement and Search Committee Tabs in ATS.
- f. For Faculty and Exempt staff positions, if you need advice or have questions regarding your advertising plans and the Search Committee composition, please contact Affirmative Action Office. A diverse search committee is recommended. A search committee is required for faculty searches and exempt positions pay grade 12 and above. For pay grade 11 and below, a search committee is not required but preferred.

II) Applicant Pool Review

- a. The HR Generalist will begin reviewing applicants for Faculty and Exempt staff positions 5 working days from the position posting date. The review of non-exempt staff positions will begin after the position closes (10 business days).
- b. To view applicants, login to the [Applicant Tracking System](#), the background should be blue. The Search Manager or Search Committee Member will login with their university username and password. Please follow instructions below in order to change your current group.
 - i. Change current group to "Search Manager", via the drop down box on the top right hand side of the screen. A message will be displayed at the top of your screen indicating that the change was successful.
 - ii. Change current group to "Search Committee Member", via the drop down box on the top right hand side of the screen. A message will be displayed at the top of your screen indicating that the change was successful.
- c. The Search Manager or Search Committee Member will go to "Postings" at the top of the screen and select "Faculty" or "Staff", depending on the posting. This action will redirect you to a page detailing all of the postings which can be accessed by the user.
- d. The Search Manager at the recommendation of the search committee must rank all applicants into "Highly Qualified", "Well Qualified", or "Minimally Qualified" and provide comments in the [Applicant Tracking System](#).

- i. In order to complete this task, the Search Manager must complete the Evaluative Criteria. Please click on the applicants tab within the posting, and then click on the large “Actions” button. Within the drop down, please select “Evaluate Applicants”. The search manager will be directed to another page where you can complete the evaluative criteria for each applicant and click “Save”.

III) **Recommending Candidates for Interviews**

- i. Once the evaluative criterion is completed, the Search Manager will select the candidates that the committee would like to interview. Please select the candidates that you would like to interview by checking the box adjacent to their name. Find the large “Actions” button and select “Move in Workflow”, please [click here](#) for instructions on how to “Bulk-Move in Workflow”. The Search Manager has the option of moving applicants to “**Recommend for Phone Interview**” and “**Recommend for On-Campus Interview**” and click “Save Changes”.
- ii. An automatic email will be sent to Affirmative Action to indicate that applicants need to be approved to interview. Affirmative Action will review the evaluative criteria and provide approval if information is satisfactory. The Search Manager can only proceed with interviews once the candidates have been approved to interview and are in the status of “**Affirmative Action – Approved for Phone Interview**” or “**Affirmative Action – Approved for On-Campus Interview**”. Please follow the same process should there be a need to add more candidates to the interview process.

IV) **The Interviewing Process**

- a. After Affirmative Action approval, it is the department’s responsibility to arrange travel for the candidates approved for interview, if applicable. Please refer to the [Travel Guide](#).
- b. The Search Manager or Search Committee Member will complete the [Candidate Telephone or On Campus Interview Summary](#) form during the interviewing process. A form will need to be completed for each interviewed candidate. Please refer to the [Interviewing Guidelines](#) for more information. Please submit the completed phone/skype/on-campus interview summaries by clicking on the “**Submit by E-Mail**” link located at the top right corner of the form.
- c. Once phone or skype interviews have been conducted, you will follow the same procedures listed under the “**III) Recommending Candidates for Interviews**” to select and move candidates to “**Recommend for On-Campus Interview**”. Once approved by Affirmative Action, you may continue with On-Campus Interviews. Please remember to complete the [Candidate Telephone or On Campus Interview Summary](#) form during the interviewing process.
- d. After on campus interviews are completed, change the status of the candidates interviewed to either “Recommend for Hire”, “Interviewed”, or “Interviewed, Not Selected”. Please [click here](#) to learn how to “Bulk-Move in Workflow”.

V) **The Use of References**

- a. References can be used as a screening tool during the interview process.
- b. A minimum of one reference must be checked before extending an offer to the selected candidate. Complete and submit the [Candidate Reference Summary](#)

VI) **Hiring Proposal**

- a. The Search Manager will start the Hiring Proposal with the supporting documents for the selected candidate and forward to the appropriate administrative approval.
- b. If you propose to hire an Exempt staff above the 1st quartile of the salary range, please contact the Compensation and Records Director at 812-237-4114, prior to submitting the Hiring Proposal to Affirmative Action. Please [click here](#) to learn how to create a hiring proposal.

- c. The verbal and/or written job offer will be extended after the hiring proposal is reviewed and approved by all levels, including Affirmative Action.
- d. For faculty and exempt positions, Human Resources will send an email notification to the Department Chairperson and/or Search Manager providing approval to extend the job offer. Human Resources will extend the job offer to selected candidates for non-exempt positions.

VII) Conclusion of Search

Once the offer is made and the acceptance letter is returned, the Search Manager will change the status of the candidates not selected for position to “Not Selected-Email when posting is filled” or “Interviewed, Not Selected” and provide an appropriate rationale in the [Applicant Tracking System](#).

Please contact Human Resources at 812-237-4114 or Affirmative Action Office at 812-237-8954 with any questions regarding the hiring process.