

HUMAN RESOURCES

HIRING PROCEDURES FOR PROFESSIONAL STAFF

(No search committee required)

This process is designed for consistency, to enable a web-based search and to capture selection rationale at each decision stage. Consistent process and transparent reasons are effective methods for providing equal opportunity. All information gathered during the search should be entered into the Applicant Tracking System or on downloadable forms. These forms can be found by clicking [HERE](#)

.Job Description/Position Request

The Hiring Manager should submit a request to fill a position through informal means to an immediate supervisor or the budget officer. This will ensure a budget is in place to adequately support this position financially

If the position is **NEW**, a completed [PIQ \(Position Information Questionnaire\)](#) will need to be submitted to Human Resources. This is required to adequately classify the **NEW** position. **DO NOT** submit a Position Request until the [PIQ](#) has been reviewed and approved by the appropriate administrative authority.

The Hiring Manager then requests to fill an open position by completing a Job Description/Position Request in the Applicant Tracking System. The position request will be moved through the approval process in the Applicant Tracking System (Chair/Supervisor, Dean/Administrator, Vice President, Budget/Grant office, Affirmative Action, HR Benefits, Records and Recruiter).

At the time the position is posted to the employment website, Human Resources places advertisements with requested vendors (noted under Advertisement tab in Applicant Tracking System).

Search/Selection Process

The position will be open on the ATS for 2 weeks/10 working days for applicants to apply. The position will then close.

Affirmative Action will review all the new applicants and move those who qualify for the position to Hiring Manager review. The Hiring Manager and/or Search Committee will have access to review qualified applicants after the position has closed on the ATS.

The Search Committee Chair or Hiring Manager must rank all candidates in the pool into one of the following: "Top Tier" "Middle Tier" or "Bottom Tier". Please **do not** move candidates to the status of "Not Hired" until a candidate is selected for and has accepted the position. Before any candidate is contacted, you **MUST** change the status of the candidates you intend to interview (i.e. telephone or on campus interview) to Affirmative Action Pool Review. Please **do not** move those applicants ranked as "Bottom Tier" to Affirmative Action Pool Review. Affirmative Action will review the candidate pool you have selected and change the status of the selected candidates to Affirmative Action Pool Approved. **You may then interview the applicants you have chosen.** If you have any questions or need further clarification, please contact Affirmative Action at 812-237-8954 or Human Resources at 812-237-4371.

Note: while professional positions do not require a formal search committee, many departments still opt to use one to assist in selecting the best suited candidate.

Applicants are selected for interviews based on knowledge, skills and abilities most closely matching the requirements (essential functions) of the position.

As soon as the interview has been conducted, a [Candidate Interview / Reference Check Form](#) should be completed by the Hiring Manager or members of the search committee for each candidate interviewed.

Conclusion of Search

The Hiring Manager selects the candidate best suited for the position.

The Hiring department then extends the offer to the candidate and notifies HR of their selection by completing the [Recruitment and Recommendation Summary Form](#) and forwards all required paperwork to Human Resources; this includes the Recruitment and Recommendation Summary Form, [Essential Job Functions Worksheet](#) and [Candidate Interview/Reference check](#).

Please **do not** move candidates to the status of “Not Hired” until after a candidate has been selected and accepted the position.

Human Resources e-mails the Employment Confirmation Form to VP, Hiring Manager, Dean or Administrator and Budget Representative.

An Employment Offer letter verifying salary amount, start date and appointment time with the Benefits Representative is sent by Human Resources to the selected candidate. Also sent is a Criminal Background Check Consent form and information regarding needed documents to sign up for payroll, form I-9, selected Benefits, etc. The selected candidate is hired upon return of the signed offer letter and the completed CBC form to Human Resources.

Upon arrival to campus, a representative from the hiring department escorts the selected candidate to HR where they meet with a Benefits Representative to complete employment paperwork and for an explanation of benefits offered by the University.

Once the candidate has accepted the position and reported to work, the Hiring Manager may then go back into the ATS and move the rest of the applicants to the status of “Not Hired” and give a reason why from the drop down box. Human Resources will then send position filled notices to the other applicants and move the position to “filled”.