

## Process for Filling Staff Positions

This document will guide you through the general process for filling regular staff and temporary positions only. This process does not apply to faculty, grad students, student or residency positions.

### 1. Authorizing a New/Vacant Position

- a. Confirm the position is funded and approved by the Budget Office. Your posting will be delayed if you by-pass this step.
- b. Contact your HR Consultant/Specialist to discuss new/vacant position and/or update/create the job description. If the position is new or changing significantly, a compensation analysis is required. Your HR Consultant/Specialist will coordinate the review process.
- c. A Position Control Number (PCN) will be needed for new or revised positions. To request a new PCN go to MyUT Portal > Employment Tab> Employment Resources> New Position Control Number Request (PCN).
- d. To initiate the posting process – generate a requisition using PageUp (PageUp Link – is located on the MyUtoledo Portal Employee Tab under “Employment Resources”)
  - The requisition will follow the required approval process: HR Initial Review - Management Level - Grants Accounting (if applicable) - Budget Office - Executive Level (Dean/VP) – HR Final Review

### 2. Posting Process

- a. Bargained for positions must follow the posting process outlined in the bargaining agreement
  - CWA vacancies will be posted for four (4) days, not including the day it was posted
  - AFSCME positions will be posted internally for 4 working days (excluding weekends and holidays)
  - HR will review applicants for minimum qualifications
    - CWA – if at least one qualified internal bidder applies, the department must accept the candidate unless the department can supply written documentation as to why the candidate is unacceptable. If three or more qualified internal candidates apply, management will interview the three most senior applicants
    - AFSCME - must select from top three (3) senior qualified bidders. If there are less than 3 qualified internal bidders then the department may choose to recruit externally, however, if the candidate selected is not a bargaining unit member, then they must be better qualified.

\*If the applicant pool does not meet the above criteria, the external posting process begins.

- b. Bargaining unit exempt positions
  - Bargaining unit exempt positions will be posted for a minimum of five (5) days.
    - The hiring department may request additional recruiting sources, such as professional organizations, list serves, etc.
    - Unless otherwise noted, departments are responsible for any costs associated with additional advertisements.

### 3. Search Committee Process (Contact Human Resources for all Questions)

- a. A search committee is required for new or vacant positions. The Search Committee must meet diversity requirements.

- b. Search committee training is required prior to participating in the interview process. If any member has not received this training within the past two years, it will be assigned.

NOTE: A committee is not required for internal CWA or AFSCME searches, however it is required once the position goes external.

#### 4. Selection and Interview Process

- a. HR will review applicants for minimum and will release qualified candidates to the Search Committee within PageUp.
- b. The Search Committee will notify HR through PageUp or email a list of candidates selected to move forward in the interview process.
  - It is recommended the Search Committee reviews the personell file for any candidates that are current or former UToledo employees

**NOTE: Search committee members should retain their personal notes from the interview process.**

#### 5. Making the Offer & New Hire Paperwork

- a. Under no circumstances shall an offer be extended without approval from HR.
- b. Compensation may review and/or recommend salary offers.
  - Work with your HR Consultant/Specialist if the candidate counters the original offer.
  - Ensure all offers are within the available budget for the position. If necessary, work with your budget representative to confirm funding.
- c. Contact your HR Consultant/Specialist upon verbal acceptance of the contingent offer.
  - If required, candidates are instructed to contact Occupational Health to arrange any necessary pre-employment medical screening.
  - The HR Consultant/Specialist will contact the candidate to complete background check authorization and all required onboarding steps.
- d. HR prepares offer letters for all salaried positions & welcome letters for union positions.
- e. Once all pre-employment requirements are satisfactorily met, New Employee Orientation is scheduled.