

Process for Filling Staff Positions

1. Authorizing a New/Vacant Position

- a. Work with HR Specialist to discuss new/vacant position
- b. Complete the ePAF/ATH via https://tech.utoledo.edu/arsys/forms/rem00/PAF%3AForms_BudgetedReplacement/Budgeted+Replacement/?mode=Submit&cacheid=1afac5d3 with attached required documentation:
 - Position Justification
 - Position Description
 - Org Chart
- c. The ePAF/ATH will route through the Budget Office, Dean/VP, and then to HR. Once it arrives in HR, it will be placed on hold until the Position Justification Committee reviews the position.
 - The PJC meets every Tuesday morning at 8am.
 - HR must have the approved ePaf/ATH with all required documentation attached no later than Monday at noon to ensure the position is on the PJC agenda for that week.
- d. Upon PJC outcome, HR will contact the department with the results.

2. Posting Process

- a. Internal
 - The HR Specialist will create the ad and will send it to the department via email for review and approval.
 - Once approval has been obtained, the ad will be placed on the weekly Job Ops.
 - CWA – must have at least one internal qualified bidder (verified by HR)
 - PSA – must have at least two internal qualified candidate (verified by HR)
 - *** If the applicant pool does not meet the above criteria, the position will be posted externally by HR.
- b. External
 - The HR Specialist will revise the ad to go external, and will forward it to the department via email for approval. **The approval deadline for external ads is Thursdays at 3pm.**

3. Search Committee Process (Contact Office of Institutional Diversity for all Questions)

- a. A list of potential committee members should be forwarded to the Office of Institutional Diversity (OID). There **must be both sexes and minority representation on this committee**. You may recruit from outside of the department in order to fulfill this requirement.
- b. The chair of the committee should make contact with the Office of Institutional Diversity regarding the necessary search training for the members of the committee. If any member has not received this training within the past two years, they will be required to complete the training. The training is now available online at <http://myut.utoledo.edu/content/depts/oid/sct/>. The online training takes about 30 minutes to complete.
- *** NOTE: A committee is not required for internal CWA searches, however it is recommended once the position goes external.

4. Selection and Interview Process

- a. When the posting deadline has been reached, HR will review the resumes to verify which applicants meet the stated minimum required qualifications that were listed on the posting.
 - Qualified applicants will be forwarded to the search committee/hiring department.
 - HR will send out letters of acknowledgment along with VAAF cards to all applicants for the position. OID will begin to identify the race and sex of each of the candidates based on the information in the VAAF cards returned.
- b. The search committee may begin to evaluate the resumes to determine the best candidates to interview for the position.
- c. **When the committee has determined which candidates they would like to interview, they must contact the Office of Institutional Diversity with the names of these**

candidates. The Assistant to the President for Institutional Diversity will review both the overall pool and the interview pool for diversity.

- d. If there is diversity in the overall pool but none present in the interview pool, the committee may be instructed to conduct a second review of the resumes to see if a member of the neglected group (i.e. female, minority) is suitable to be invited for an interview (OID will provide a list of the names of the candidates in this group). If the committee still feels that no other candidates are suitable, a memo is required to be sent to OID justifying the exclusion of these candidates by comparing their qualifications to those of the candidates who have been selected.
- e. **Once the interview pool is approved, the search committee will be notified by the Office of Institutional Diversity that they may proceed with the interviews. Do not schedule the interviews until you have received this approval.**

5. Hiring Report Process

- a. Once the interviews are completed and a selection has been made, a Hiring Report must be submitted to OID. This report is done in a memo format and addressed to Dr. Samuel H. Hancock, Assistant to the President for Institutional Diversity.
- b. The Hiring Report should include:
 - the PCN
 - the names of the committee members
 - a list of the publications in which the position was advertised
 - the names of the individuals interviewed
 - the name of the selected candidate
 - the anticipated starting date and anticipated starting salary.
- c. Attach a copy of the selected candidate's resume and forward the report to OID. This report may be faxed, in order to save time, to extension 8402. When the report has been approved, OID will notify the designated HR Specialist. The approved hiring report is forwarded to the Office of Human Resources to be kept in the search file.

6. Hiring the Candidate

- a. Upon approval of the Hiring Report, the department's designated HR Specialist will be notified. The HR Specialist will contact the hiring manager to ascertain the amount that they would like to offer the final candidate as well as a start date.
- b. The HR Specialist will contact the approved final candidate and make a verbal offer of employment contingent upon the successful completion of a background check, confirmation of educational requirements (transcripts), and confirmation of any other required certifications.
- c. If the candidate wants to negotiate the salary offered the HR Specialist will work with the department to determine the next salary to offer.
- d. If the offered amount is more than what was originally approved through the Budget Department; Budget approval will need to be secured.
- e. Once the offer has been accepted the HR Specialist will set up a time for the new employee to come in to HR and complete the PIF, Background Check Authorization Form, DMA, I-9, and other new hire documents.

7. Offer Letter and New Hire Paperwork

- a. Upon successful completion of the background check and credentialing, the HR Specialist will re-contact the candidate to confirm the start date, orientation date, and salary. At that point, the HR Specialist will produce the offer / welcome letter.

8. SPA

- a. The HR Specialist will complete the SPA and attach to the appropriate ePaf for the approvals.
- b. A copy of the SPA will be sent to Budget.