

Process for Filling Staff Positions

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

1. Authorizing a New/Vacant Position

- a. Consult with your HR Consultant/Specialist to discuss new/vacant position, update/create job description and perform a compensation analysis.
- b. Due to the Hiring Freeze, you will need to complete the Hiring Freeze Exemption Request form and obtain appropriate Division VP/Provost approval.
 - Hiring Freeze Exemption Request Form:
<https://www.utoledo.edu/depts/hr/pdfs/web-uploads/Hiring-Freeze-Exemption-Request.pdf>
- c. Send the Hiring Freeze Exemption form, job description and organizational chart to your HR Consultant/Specialist.
- d. HR will submit the information on a weekly report to the President.
- e. Upon receiving Presidential approval, the HR Consultant/Specialist will notify the hiring department.
- f. For a new position, the Hiring Department requests a Position Control Number in their MyUT Portal> Employment Tab> Employment Resources> New Position Control Number Request (PCN).
- g. Hiring Department generates Cornerstone action via <http://jobs.utoledo.edu/hr> with attached required documentation:
 - Org Chart
 - Approvals
 - Job Description
- h. Action routes for authorizations / approvals to:
 - HR for Initial Review
 - Management Level
 - Grants Accounting (if applicable)
 - Budget Office
 - Executive Level (Dean/VP)
 - HR for Final Review

2. Posting Process

- a. **Internal**
 - The HR Consultant/Specialist will generate the posting via Cornerstone to post on UToledo's website
 - The posting cycle is four business days.
 - CWA does not include the day of posting.
 - AFSCME includes the day of posting.
 - Union Exempt – includes the day of posting.
 - Some positions require intra-department posting prior to internal posting. Please consult with your HR Consultant/Specialist to determine if this relates to your department.

- At the end of the posting cycle, HR releases all the applicants who meet the minimum requirements of the position department.
 - CWA – must have at least one internal qualified bidder.
 - AFSCME - must select from top three (3) senior qualified bidders. If there are less than three 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.
 - Union Exempt – must have at least three internal qualified candidates and all candidates who meet the minimum qualifications must be interviewed.
- *If the applicant pool does not meet the above criteria, the external posting process begins.

b. External

- The HR Consultant/Specialist will revise the ad for external posting and will forward it to the department via email for review.
- All positions advertised in the local publications will be placed in one advertisement by title only. Posting full descriptions of positions requires the cost to be covered by the department, or the HR Consultant/Specialist to obtain approval prior to posting.

All Positions Posted
Toledo Blade and Toledo Journal and La Prensa HERC https://www.hercjobs.org/ Inside Higher Ed https://www.insidehighered.com/ Ohio Means Jobs (Veterans) https://jobseeker.ohiomeansjobs.monster.com/ Ability Jobs https://abilityjobs.com/

The hiring department is free to suggest additional venues for advertising that may be relevant to the position, such as professional organizations, list serves, etc.

3. Search Committee Process (Contact HR for all questions)

- a. A list of potential committee members must be forwarded to HR before the selection and interview process begins. The Search Committee **must meet gender and minority representation**. You may recruit from outside of the department in order to fulfill this requirement. This notification can be done via email or by adding the search committee members directly into the Cornerstone system on the posting Position Details Tab.
- b. HR will review the makeup of the search committee and will contact the members of the committee regarding the necessary search training. 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. The online training takes about 30 minutes to complete.

*** 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. When the posting deadline has been reached.
 - 1. HR will review the resumes to verify which applicants meet the stated minimum required qualifications that were listed on the posting. Applicants who meet the requirements will be released to the search committee to be assessed for candidacy.
- b. The search committee members will be listed as a reviewer and interviewer upon submission of the requisition.

- c. Assessment Testing
 - 1. Applies to certain classified positions on the Main Campus. Please consult your HR Consultant/Specialist to determine whether a specific position requires testing.
 - 2. If a position requires testing the search committee will change the candidates selected for testing over to Assessment Testing in progress.
 - 3. Testing will be conducted, and the results reviewed to ensure the pool is still diverse. If not, the department may be asked to add additional candidates to test. Once the list of applicants is approved, the department may select those that it would like to bring on campus for an interview.
- d. When the committee has determined which candidates they would like to interview:
 - 1. Provide the initiator/management user of the Cornerstone system in the department with the names of these candidates.
 - 2. The initiator/management level user will update Cornerstone by changing the status of the candidates to "selected for campus interview."
 - 3. Then click on "View Posting Summary" at the bottom of the screen, select the option for "Send interview pool to AA/EEO Coordinator," click "Continue" and "Confirm."
 - 4. The screen will indicate that the position has successfully been submitted to AA/EEO Coordinator for approval.
 - 5. HR will review both the overall pool and the interview pool to ensure diversity. If no diversity exists in the initial applicant pool, additional recruitment efforts will be required.
- e. If there is diversity in the overall pool but none present in the interview pool:
 - 1. The committee may be instructed to conduct a second review of the resumes to determine if a member of the underrepresented group is suitable to be invited for an interview (HR will change the status of applicants in the Cornerstone system to "AA/EEO Coordinator Recommends for Interview").
- f. If the committee still feels that no other candidates are suitable, a memo is required to be sent via e-mail to the HR Consultant/Specialist justifying the exclusion of these candidates by comparing their qualifications to those of the candidates who have been selected.
- g. Once the interview pool is approved, the initiator/management level user is notified via an e-mail from noreply@utoledo.edu that the search committee may proceed with the interviews.
- h. If the candidate is a current or former employee, the hiring manager will review the employee file and consult with the employee's current/former supervisor, if that person is reasonably available.
- i. If the candidate's last employer is a public employer, the hiring manager and the HR Department may request to see the candidate's employee file.

**** Do not schedule the interviews until you have received this approval. ****

5. Hiring the Candidate – Offer and New Hire Paperwork

- a. HR or the hiring manager places all external offers.
- b. Salary offers are reviewed by Compensation. If there are any questions regarding the offer, HR contacts the hiring manager to discuss salary/hourly rate.
- c. The HR Consultant/Specialist or hiring manager calls to make the contingent offer based on the amount submitted.
 - 1. If the candidate wants to negotiate the salary offered, the HR Consultant/Specialist will work with the department to determine the appropriate counteroffer.
 - 2. If the salary offer is more than what was originally approved through the Budget Department; Budget approval will need to be secured.

- d. Upon verbal acceptance of the contingent offer:
 - 1. Candidates are instructed to contact Occupational Health to arrange pre-employment, drug testing and health screenings. Candidates for employment with UTMC will complete a cotinine test.
 - I. If candidate does not pass the cotinine test, the contingent offer is rescinded.
 - II. Applicants who test positive for cotinine will be eligible to reapply after 90 days from the test date. The applicant will also be given information regarding free smoking cessation offerings.
 - 2. Current and external MC employees offered a position working on HSC are instructed to contact Occupational Health to arrange pre-employment drug testing and health screenings.
 - 3. Candidates are also instructed how to access and complete new hire paperwork, and to forward any required documents necessary to verify education, experience, licensures, certifications, etc. relevant to the position in which they are being hired. Candidates are also asked to bring identification for I-9 completion.
- e. Upon obtaining the candidate's signed Authorization for Consent to Release Information; HR initiates all required background checks including reference checks.
- f. HR prepares offer letters for all salaried positions and welcome letters for union positions.
- g. Once all pre-employment requirements are satisfactorily met, the candidate is contacted, and a start date is finalized. New Hire Orientation is then scheduled.
- h. HR advises the department when the employee is cleared to start working and processes all relevant payroll paperwork.
 - 1. The new hire may not start working or attend orientation until HR indicates that all necessary steps have been completed.

NOTE: Search committee members should retain their personal notes from the interview process. The search committee chair shall collect all the documents and send back to the HR Consultant/Specialist for scanning.