



Guideline/Policy Name: **Staffing & Recruitment Guidelines**

Revision Date: 1/1/00

Approved by: Director, University Services Human Resources

To build an effective organization we need a well-qualified workforce. To develop a well-qualified workforce we need a process in place that identifies and selects the most qualified candidates.

University Services Human Resources is committed to making sure that we have a process in place that provides a fair and legal way for candidates to be considered for employment. We also want a process in place that meets the needs of University Services departments to fill positions with the best candidate in a timely manner.

The Process

Phase I - The Request

Hiring manager submits request to Human Resources

The type of position is defined and type of hiring process is determined (see options)

Phase II - The Strategy

Recruitment strategy is determined (place ad, job fairs, community newspapers, etc.)

Diversity strategies are discussed

Position is posted/advertised

Phase III - The Applicants

Resumes and/or applications received

Resumes screened by HR and/or hiring manager

Competitive candidates scheduled for interviews

Phase IV - The Interview

Interview board is selected and/or hiring manager interviews

1st interviews conducted by interview board

2nd interviews conducted by hiring manager

Phase V - The Offer

Job offer is extended

Background check conducted
New employee orientation

The Options

Due to the fact that we have various positions and needs within University Services; we need to address these needs by providing various options. The following are options available to you when filling a position.

Option 1 - HUMAN RESOURCES

University Services Human Resources will take the open position from start to finish by:

- Completing the staffing request
- Placing ad/recruit
- Screening resumes
- Assembling interview board
- Scheduling/conducting 1st interviews
- Conducting background checks
- New Employee Orientation

Option II - HIRING MANAGER

If you are a hiring manager, you may choose to fill your position yourself. Human Resources will provide any assistance along the way you may need. All you need to do is complete the “Hiring Manager Certification Training” to utilize this option. Contact your Human Resource Consultant to sign up for the certification.

Option III - FAST TRACK - HARD TO FILL

In today’s labor market, there are times when a position may be very difficult to fill due to competitiveness of the market, lack of applicants, etc. To help respond more effectively to the market, we have a process in place that will help facilitate the filling of “hard-to-fill” positions. There are certain criteria for a position to qualify as a hard-to-fill position. Please contact University Services Human Resources to see if your vacant position would qualify.