

Cheyney University of Pennsylvania

Policies and Procedures

Number: 2002-2003- 01 – HR
Subject: Recruitment and Selection Procedures
Section: Human Resources

I. Purpose:

The purpose of this document is to provide uniform guidelines for the recruitment and selection of employees at Cheyney University of Pennsylvania.

II. Process:

The recruitment and selection process includes:

- creating a new position
- filling an existing vacancy
- hiring a person
- reclassification of a position
- transferring an employee from one position to another

All requests should be submitted at least 30 days prior to the effective date of the requested action. ***This will require proper planning.***

The process for executing any of the above actions is as follows:

1. The requestor must complete a Personnel Action Request form. *A blank form may be obtained from the Office of Human Resources.* **IT IS THE REQUESTOR'S RESPONSIBILITY TO WORK WITH THE AREA VICE PRESIDENT TO ENSURE THAT FUNDING IS AVAILABLE FOR THE REQUESTED ACTION.**
2. In addition, the requestor works directly with the Office of Human Resources to create an accurate position description. If necessary, an advertisement document will be generated by the Office of Human Resources based upon the information contained in the position description.
3. The Personnel Action Request form and all supporting documents are routed to the necessary authorizers (chairperson (if necessary), the director/dean, the area vice president, and the President). Each responsible person should sign the document within two business days of receipt.
4. Once the President signs the Personnel Action Request form, it is returned to the Office of Human Resources, and the Office of Human Resources will forward a copy of the completed document to the requestor.

If the requested action requires identifying qualified candidates, then there are additional steps in the process:

1. A position announcement/advertisement will be created by the Office of Human Resources using the information contained in the position description in order to maintain consistency.
2. As resumes are received for the posted/advertised positions, the Office of Human Resources will send acknowledgement cards to the prospective candidates.
3. A search committee and search committee chairperson will be formed by the area vice president in consultation with the President or by the President.
4. The Office of Human Resources will contact the area vice president to obtain the names of the persons who are serving on the search committee within three days of receiving the approved Personnel Action Request form.
5. The Office of Human Resources will meet with the search committee within one week after the identification of the members for a briefing to include the discussion of:
 - a. The role of the search committee
 - b. The role of the search committee chairperson
 - c. Position requirements
 - d. Scoring/evaluation forms
 - e. Minutes (if necessary)
 - f. Veteran's preference law
 - g. Confidentiality
 - h. Interviewing skills and techniques
 - i. Interviewing etiquette
6. The search committee develops a resume scoring form and interview questions (with the assistance of the Office of Human Resources) within one week of the initial meeting of the committee.
7. The Office of Human Resources must approve the scoring form and interview questions.
8. The Office of Human Resources will create a folder for the position containing:
 - a. The approved "Personnel Action Request" form
 - b. Job posting
 - c. Resumes (w/ supporting documents) that are received
 - d. Evaluation tools
9. The search committee members will begin reviewing resumes in the Office of Human Resources after instruments have been approved and will continue until 1 week after the closing date of the advertisement.
10. The search committee members will evaluate the resumes received using the evaluation tools that were approved. This step must be completed in the Office of Human Resources and may require multiple visits. **RESUMES CAN ONLY BE REMOVED FROM THE OFFICE OF HUMAN RESOURCES BY THE SEARCH COMMITTEE CHAIRPERSON**

WITH APPROVAL FROM THE ASSISTANT DIRECTOR OF HUMAN RESOURCES.

11. The search committee chairperson will work with the committee members to determine who will be considered for an interview based upon the requirements of the position and possible interview times.
12. A designee from the search committee will arrange interviews with candidates and deliver the interview schedule (with candidate names) to the search committee members and the Office of Human Resources.
13. The Office of Human Resources will send a “Confidential Employment Applicant Data Collection” form to each candidate.
14. The search committee will conduct interviews and evaluate candidates using the forms developed. Note: If candidates are interviewing for a director, dean or vice president position, then the search committee chairperson should consult the Office of the President to ensure that the President is placed on the interview schedule.
15. The search committee will identify the top three candidates. The committee chair will submit the recommendation to the hiring manager, along with a cover memo citing any pertinent information about candidates, with a copy to the Office of Human Resources. All other pertinent information (copy of the position announcement, resume and supporting documentation for each person, completed scoring forms, cover memo citing any pertinent information about candidate) to the Office of Human Resources within three business days after completing the interviews.
16. The Office of Human Resources will meet with the hiring manager/supervisor, committee chair and area vice president to discuss the results of the search.
17. Depending upon the level of the position, the candidates may need to be submitted to the Office of the President for review. If this is necessary, the information will be forwarded to the President from the area vice president.
18. The search process should be completed within eight weeks of the “Personnel Action Request” form being approved.
19. Once a person is identified for the position, the Office of Human Resources will request an official transcript and references, check references (if necessary), assist in determining the appropriate salary, and make a verbal offer via telephone (obtaining actual start date).

Once a person is identified for a position, the following steps should be completed:

1. The Office of Human Resources will assist the hiring manager/supervisor in completing the Hiring Recommendation form.
2. The Hiring Recommendation form will be routed for the necessary signatures and returned to the Office of Human Resources after completion.
3. The Office of Human Resources will draft the offer letter/contract and submit it to the President for signature.

4. The Office of Human Resources will send the offer letter/contract via regular mail after the President has signed it.
5. Once the candidate returns the signed offer letter, the Office of Human Resources will distribute copies to the Office of the President, the appropriate vice president, payroll, the appropriate collective bargaining unit and any other office that has a need to know.

Responsibilities:

The purpose of the search committee is to evaluate candidates for vacant positions on campus and make recommendations for hire. The Office of Human Resources will oversee each search committee and monitor the committee’s progress to ensure that positions are being filled expeditiously. In addition, the Office of Human Resources must ensure that the process remains fair.

The following table outlines the responsibilities of all parties who are involved in the search process:

	RESPONSIBILITIES
RESPONSIBLE PARTY	
Hiring Manager/Supervisor	<ul style="list-style-type: none"> • Work with the Office of Human Resources to create an accurate position description and obtain classification and appropriate salary level. • Ensure that budget is available. • Submit Personnel Action Request form for approval. • Make recommendations for search committee members to the area vice president. • Function on search committees. • Meet with the search committee to discuss requirements (if not a member of the committee).
Area Vice President	<ul style="list-style-type: none"> • Work with the hiring manager/supervisor on budget requirements/issues. • Identify search committee members and inform members that they have been selected. • Complete sign-off of “Personnel Action Request” form. • Participate in interview process when necessary. • Forward recommendations to the President for approval.
Search Committee Members	<ul style="list-style-type: none"> • Review resumes and compare credentials to requirements. • Revise scoring instrument to fit specific position. • Evaluate resumes using approved evaluation instrument. • Revise interview questions to fit specific

	<ul style="list-style-type: none"> position. • Schedule interviews with candidates. • Interview candidates and track results.
Search Committee Chair	<ul style="list-style-type: none"> • Arrange and schedule meetings. • Assign responsibilities to committee members. • Ensure that scoring instrument and interview questions are revised and approved. • Ensure that resumes are scored according to the developed timeline. • Ensure that all persons involved in the interview process receive a schedule and copy of each candidate's resume at least 48 hours prior to the interview. • Ensure that interviews are conducted according to the developed timeline. • Function as liaison between HR and the search committee. • Deliver recommendations to the Office of Human Resources.
Human Resources	<ul style="list-style-type: none"> • Obtain list of approved search committee members from the area vice president. • Schedule first meeting with search committee and hiring manager/supervisor. • Ensure that position description is accurate. • Review interview skills, techniques and etiquette with committee members. • Review resume scoring instrument and interview questions with committee. • Provide search committee members with illegal/unethical interview questions. • Review meeting schedule and ensure that the committee is meeting as scheduled. • Develop timeline and checklist for activities and set completion dates. • Meet with search committee chair weekly for progress updates. • Monitor committee activities and ensure that the process is being completed according to the timeline. • Meet with the committee chair, hiring manager/supervisor and area vice president no later than 48 hours after interview completion to review recommendations. • Negotiate salary and start date w/ selected candidate (once approved). • Assist hiring manager/supervisor in completing the hiring recommendation form. • Send contract when the hiring recommendation is approved. • Capture race and ethnicity statistics for

	candidates.
Internal Relations	<ul style="list-style-type: none">• Review hiring recommendation documents to ensure that the process was completed fairly.

III. Procedures:

The steps listed below should be followed when completing the “Personnel Action Request” form:

1. The requestor enters his/her name in the submitted by field, enters the date that the form is being completed and enters his/her department/area name.
2. Enter the type of action that is being requested.
3. Enter the position details. Enter the name of the previous incumbent if an existing position is being filled.
4. Enter the time (or number of credits) for the position and if the position is temporary or regular.
5. Enter the position classification, working title, bargaining unit, salary range and position number (please verify all information with the Office of Human Resources).
6. Enter the justification for the need to create the position (if this is a new position).
7. Identify the source of funding for the position and the percentage provided by that source.
 - a. If the position is grant funded, enter the name of the grant, and obtain the signature of the grant approver.
8. Indicate if the department’s minutes are attached (for faculty positions).
9. Indicate if the position description is attached (required).
10. Indicate if an advertisement is required.
11. Identify the **requested** publications.
12. Obtain the chairperson’s signature (if applicable).
13. Obtain the director’s/dean’s signature.
14. Deliver the form and all supporting documentation to the area vice president.
15. The area vice president obtains the signature of the Budget Officer to verify that funds exist for the position and delivers the form and all supporting documents to the Office of the President.
16. Once the document is approved by the Office of the President, it is sent to the Office of Human Resources.

The steps listed below should be followed when completing the Hiring Recommendation form:

1. Enter the requestor’s name and the date of the request.
2. Enter the name of the prospective employee.
3. Enter the recommended date of employment.
4. Enter the requested salary.
5. Enter the position and department/area for which the person is being hired.
6. Indicate if the person’s resume is attached. If it is not, please provide a reason.
7. Indicate if the official transcript is attached. If it is not, please provide a reason.
8. Indicate if letters of recommendation are attached. If it is not, please provide a reason.
9. Obtain the chairperson’s signature (if applicable).
10. Obtain the director’s/dean’s signature.
11. Deliver the form and all supporting documentation to the area vice president.
12. The area vice president delivers the form and all supporting documents to the Office of Internal Relations for approval.
13. The Office of Internal Relations delivers the form and all supporting documents to the Office of the President for approval.

14. Once the document is approved by the President, it is sent to the Office of Human Resources.

Replaces: 2002-2003-01-HR (June 26, 2003)

Effective Date: October 1, 2003

Personnel Action Request/Processing and Approval

Submitted by _____ Date _____
Department _____

Type of Action (check all that apply)

Create New Position _____ Fill Existing Position _____ Hire a Person _____
Other _____ Specify: _____

Position Details (check all that apply)

_____New Position _____Existing Position Previous Incumbent _____
Full-time _____ ¾ time _____ ½ time _____ ¼ time _____ Other _____
Temp _____ Regular _____

Classification _____ Working Title _____
Bargaining Unit _____ Salary Range _____
Position Number _____

If new position, provide justification for need to create:

Source of Funding:

_____Operating Budget - Position Number(s) _____ Percentage(s) _____
_____Grant Percentage _____% Name of Grant _____
Grant Manager's Signature _____ Date: _____

Department Minutes Attached? (if necessary) Yes _____ No _____
Position Description Attached? Yes _____ No _____
Advertisement Required? _____
Requested Publications? _____

Chairperson (signature) _____ Date ___/___/___

Director/Dean (signature) _____ Date ___/___/___

Area Vice President (signature) _____ **Date** ___/___/___
Approve _____ Disapprove _____

Budget Officer (signature) _____ **Date** ___/___/___
Approve _____ Disapprove _____

President (signature) _____ **Date** ___/___/___
Approve _____ Disapprove _____

Send completed document to the Office of Human Resources.

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Hiring Recommendation Form

Requestor _____ Date ____/____/____

Prospective Employee Name _____

Recommended Date of Employment ____/____/____ - ____/____/____

Requested Salary (annual) _____

Position _____ Department/Area _____

Full-time____ ¾ time____ ½ time____ ¼ time____ Other _____
Temp____ Regular____

Department Minutes Attached? Yes____ No____ If no, reason: _____
(if necessary)

Resume Attached? Yes____ No____ If no, reason: _____

Official Transcript Attached? Yes____ No____ If no, reason: _____

Letters of Recommendation? Yes____ No____ If no, reason: _____

Chairperson (signature)_____ Date ____/____/____

Director/Dean (signature)_____ Date ____/____/____

Recommendations

Area Vice President Date Approve _____ Disapprove _____

Disapproval Reason: _____

Social Equity Date Approve _____ Disapprove _____

Disapproval Reason: _____

President Date Approve _____ Disapprove _____

Disapproval Reason: _____

Send completed document and attachments to the Office of Human Resources.

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