

# PROCEDURES FOR HIRING CLASSIFIED EMPLOYEES

## Introduction

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified employees at the University of Louisiana at Monroe. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible as long as their recruitment is consistent with general accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed will make the process easier.

## Equal Employment Opportunity Policy Statement

The University of Louisiana at Monroe firmly supports the policy of Equal Employment Opportunity as set forth in the University's Equal Employment Opportunity Policy. The University's policy in the area of equal employment opportunity shall be administered without regard to race, color, religion, sex, age, national origin, disability, or status as a disabled veteran or veteran of the Vietnam era. The University's policy prohibits sexual harassment in accordance with state and federal laws and regulations. Execution of this policy requires vigorous efforts, which the University's administration supports.

The University of Louisiana at Monroe's policy fully embraces equality of opportunity for all employees by affirming that the University will take affirmative action to assure that applicants receive fair consideration for employment and that employees are treated fairly during employment including recruiting, advertising, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, forms of compensation, tenure, selection for training, and all other employment practices. Complaints will be handled in accordance with the University's Anti-Discrimination and Harassment Policy.

## Appointing Authority

The University of Louisiana System grants authority to presidents of the colleges and universities within the system, or their designees, the right to hire or dismiss any classified Civil Service employee in compliance with state laws and appropriate Civil Service Commission rules and regulations. It is the responsibility of the hiring authority to ensure a fair and impartial evaluation of all applicants for the position.

## The Search Process

Human Resources follows the Civil Services rules and regulations for posting positions.

### Personnel Requests

To fill an existing or newly created position, the Budget Unit Head should consult with Human Resources. Human Resources will provide a checklist, which includes instructions/guidelines on the hiring process.

1. Budget Unit Head prepares a Classified Position Description, Justification & Certification Form and obtains appropriate approvals.
  - For foundation or grant funded positions, the form must have approval from appropriate office and provided to the Vice President
2. Budget Unit Head will send an updated job description and department organizational chart in a Word document to the Staffing Specialist.
3. Budget Unit Head will submit an electronic request to post requisition through our NeoGov system (see NeoGov Step by Step Guide for instructions). An approved Classified Position Description, Justification & Certification Form must be attached.
4. Human Resources will review documentation and then send to Civil Service, if applicable.

### Advertise a Position

1. Positions will be posted on the Human Resources web page.
2. The Budget Unit Head should indicate on the NeoGov requisition form any other publications to advertise. Budget Unit Head's department will be charged for any cost.
3. Human Resources will notify the Budget Unit Head of all costs for approval before ads are placed.
4. Positions must be posted for a minimum of 5 days.

### Appoint a Search Committee

Search committees are formed to assist in the recruitment efforts for filling vacant classified positions at the University of Louisiana at Monroe. The search committee is a recommending body, not a decision-making body.

1. Search committees are required for law enforcement positions. [Follow the hiring process for law enforcement officers here]
2. Search committees are not required for all other classified positions.
3. If a committee is formed, then it is the responsibility of the Budget Unit Head to appoint the search committee and the chairperson.
4. The Budget Unit Head should consult with the appropriate Vice President concerning committee appointments. The search committee should have an appropriate mix of staff and/or faculty. Students, retirees, or community members may also serve on search committees.
5. The search committee chair or Budget Unit Head, if no search committee is utilized, will review the "Hiring Manager's Interview Packet" online (sample questions, evaluation sheets, etc.) before interviews take place.

### Applications and Scheduling Interviews

1. In order to be considered for vacant positions, an applicant must submit a completed [online] application as requested in the position announcement.
2. Applications will be sent to the committee chair or hiring manager for review. All candidates who possess the minimum qualifications for the position applied for are to be included in the candidate pool for consideration.
3. The search committee or hiring manager will determine the most qualified candidates, internal and external, for the purpose of scheduling interviews. Candidates will be granted interviews based on their knowledge, skills, and abilities for the vacant position.
4. The search committee chair or hiring manager will be responsible for scheduling interviews.

### Reference Checks

Human Resources uses Skillsurvey as the online reference checking system. The system helps enhance the hiring process by providing data-rich reports to help guide the decision making process. The system generates and sends an email link to an online survey that consists of a variety of behavioral based job-specific questions. References are advised that all of their feedback will remain confidential and will only be provided to the hiring organization in a report that averages all of the references' ratings.

1. The search committee chair or hiring manager will submit interviewee names to the Staffing Specialist before interviews take place.
2. The Staffing Specialist will begin the reference checking process and submit finalized reports to the committee chair or hiring manager for review.

### Appointment Recommendation

1. The Budget Unit Head will submit a recommendation for employment to the appropriate Vice President for approval.
2. The recommendation will be completed on the classified recommendation form, which provides details and justification for the hire. The Pay for Extraordinary Qualifications/Credentials Policy must be followed for any salary offered above the minimum starting salary of the appropriate pay grade.

3. Upon approval from the appropriate Vice President, the original documentation of the employment recommendation and pay for extraordinary qualifications documentation (if necessary) will be submitted to Human Resources.
4. All hiring packets, notes, evaluations, etc. must be submitted to Human Resources for appropriate filing and retention.

Official Appointment & Onboarding

Onboarding is the process of acclimating and welcoming new employees into an organization and providing them with the tools, resources, and knowledge to become successful and productive.

1. Human Resources will make an offer to the selected candidate, along with an official letter of appointment, and work with the Budget Unit Head to determine an appropriate start date. Employment offers are contingent upon a successful background check and approval by the University of Louisiana System Board of Supervisors.
  - Candidates can accept the position verbally, but must submit the signed appointment letter to Human Resources.
2. Once a signed appointment letter is received, Human Resources will submit a copy to the Budget Unit Head in order to prepare a Personnel Action Form, who will then submit to the Budget Office for approval. The Budget Office will send approved form to Human Resources.
3. Human Resources will begin the onboarding process through the NeoGov system once the candidate has accepted the position.
4. After background results are clear, Human Resources will contact the employee to schedule his/her check-in process, which will occur on the first day of employment.
5. As part of the check-in process, the Staffing Specialist will meet with the new employee to review all of the documents that were completed in NeoGov. The Staffing Specialist will also collect any required documents such as driver's license, social security card, etc.
6. During the check-in process, the Benefits Coordinator will also meet with the new employee to discuss benefit options and enrollment. Benefit enrollment must be completed within 30-days of the date of hire.
7. Once the check-in process is complete, the Staffing Specialist will communicate via email to the supervisor that the new employee has completed the initial hiring process in human resources.
8. All new employees must complete new hire orientation within 90-days of hire.