Search Processes and Procedures – Non-Classified Positions

The hiring processes are outlined below as a step-by-step process. Please review this document to know the important information necessary to complete the process. All positions and applicants are tracked through the AstateJobs Applicant Tracking System. If you have any questions regarding the online system or the hiring process, please contact the Human Resources office at 972-3454.

For searches requiring an independent search firm, please refer to the instruction document for Searches Utilizing an Independent Firm and notify HR.

<u>Requesting an Action or Search - Hiring Managers / Department Chairs / Other Initiators</u>

1. If requesting a new position or a reclassification, contact HR prior to submitting this request electronically. The availability of the position or title will be determined prior to the formal request.

2. Access the website at https://jobs.astate.edu/hr. This is the internal - administrative site. Log in with your campus network username and password. The username is the name part of your Astate email address.

   If you are a new user, select Create User Account from the navigation bar on the left and you will be notified by email once set up is complete. Enter your email name as the external authentication ID.

3. Once logged in, familiarize yourself with the navigation bar to the left and the Welcome (your name) message at the top of the page. Under the welcome message, you may see "Your Current Group: …" If so, you have access to the system at different levels for approvals. Your user group may be changed by selecting Change User Type from the ADMIN area of the navigation bar.

4. To make a request to fill a position, select Begin New Action from the POSITION DESCRIPTIONS section of the navigation bar.

5. Choose the appropriate option for the position by selecting Start Action under the desired action type.

   These options are separated by type of position (Classified, Non-Classified/Faculty) and for re-filling an existing position currently budgeted in the department, creating a new position, re-classifying a current position (new title), or processing an internal transfer.

   <u>Action to Refill Existing Position</u>

   a. A Search Screen will display. Enter <u>either</u> the banner position number, first <u>and/or</u> last name of most recent incumbent to the position, the incumbent's campus ID number, <u>or</u> the official state classification title for the position. For best search results enter only one piece of information and Search.
   b. Select Start Action under the title of the position you wish to fill. The next screen to display will have red tabs across the top representing pages by subject.

c. The Current Title and Current Job Description pages are for review only and do not require entry. Select Continue to Next Page or click on a tab to move the process forward.

d. The Proposed Classification page will be used only if a reclassification has been approved and is being made jointly with the request to refill. If this option is not needed, click Continue to Next Page.

   If the position has been approved for a reclassification by HR, select the Change Classification button and enter either the class code number or choose the class title from the drop down list. Select the Search button to continue. The class title and class code will display. Click Select and Continue to proceed. Click Continue to Next Page.

Action to Create New Position

a. The Proposed Classification page will display. Select the Change Classification button and enter either the class code number or choose the new class title from the drop down list. Select the Search button to continue. The class title and class code will display. Click Select and Continue to proceed. Click Continue to Next Page.
b. If the new position will have the same description as an existing position, use the Copy Position page to search for the existing position description to be replicated. Enter either the banner position number, first and/or last name of most recent incumbent to the position, the incumbent's campus ID number, or the official state classification title for the position. For best search results enter only one piece of information. Click Select and Continue to proceed.

Action to Re-Classify a Position

This action type is used to change the title and duties of an existing position without changing the position number. This option is commonly used when faculty members are promoted from Assistant Professor to Associate Professor, etc…

a. A Search Screen will display. Enter either the banner position number, first and/or last name of most recent incumbent to the position, the incumbent's campus ID number, or the official state classification title for the position. For best search results enter only one piece of information and Search.
b. Select Start Action under the title of the position you wish to fill. The next screen to display will have red tabs across the top representing pages by subject.
c. The Current Job Description page is for review only and does not require entry. Select Continue to Next Page or click on a tab to move the process forward.
d. If the position has been approved for a reclassification by HR, select the Change Classification button and enter either the class code number or choose the new class title from the drop down list. Select the Search button to continue. The class title and class code will display. Click Select and Continue to proceed. Click Continue to Next Page.

7. The Proposed Job Description page requires the most entry as listed below. *Fields marked with an *asterisk* are required.* The fields displayed in red will be **posted to the webpage for applicants to review**. All other information is for internal processing and reporting. Keep the applicant in mind when filling in the red fields. Any information prepared in another document, may be cut and pasted into the individual fields for faster and more accurate completion.

   a. *Working Title – A descriptive working title may be entered.
   b. *Department – List the department the position reports to.
   c. Division – List the Division.
   d. *Departmental Users with Access – Move the name of the person entering the information, the position supervisor, and the chair of the selection/interview committee to the Selected box.
   e. *Type – Indicate the type of position from the drop down list.
   f. *Date Needed – Enter the projected date the employee will start.
   g. Requested Entry Salary – This is the entry rate. Enter the entry rate, a range, negotiable, or undisclosed. *This amount will display to applicants.*
   h. *Current Budgeted Salary – This may be accessed on-line from the Budget Information page. If this is not a budgeted position, enter the annual salary currently being paid. If this is a new position, enter 0 or NA.
   i. *Budget Year – The fiscal year runs July 1 to June 30 and the budget year is named for the year in which it ends. July 1, 2008 – June 30, 2009 is FY 2009.
   j. *Type of Funding – Check the appropriate box and provide details.
   k. General Days/Hours – Spell this information out since it posts to the web.
   l. *Position Summary – Use this summary to give the applicant an overall view of the position.
   m. * Typical Functions – Customize this information for the position in a bullet format. This information will feed into the Annual Performance Evaluation automatically. Remember this is position specific not person specific.
   n. Working Relationships – Include who the position works with whether particular departments, staff, students, public, etc…
   o. Special Job Dimensions – This field is often used to indicate required travel, handling of hazardous materials, special funding, etc…
   p. *Knowledge, Abilities, and Skills – Customize this information for the position. Remember this is position specific not person specific.
   q. *Minimum Qualifications – Provide minimum qualifications for the position.
   r. *Committee Chair/Supervisor Contact – provide name
   s. *Contact Email, Phone, Fax – provide details.

8. Justification - Departments under Academic Affairs and Research must enter the information from the approved **Justification to Initiate a Search**. All departments must indicate if the vacancy was created by a retirement.

9. Supplemental Documentation – Internal support materials may be attached if desired. These items must be 2MB or less and in .pdf or .doc formats. Rich text is not recommended.

<u>Actions to refill or fill a new position</u>

10. Reference Letters – This is used to request letters of reference while still allowing the applicant to complete the online application. The Department will choose if letters are accepted from the drop down box and then the number of letters required. The applicant will be asked to provide contact information for the requested number of references. The reference will be emailed a request to provide a letter of recommendation. After completion, the reference will be able to upload the letter in a pdf format by using the link that will be provided in the email the reference receives.

11. Requisition Form – This form is about advertising, posting dates, and applicant documents. All Position announcements must be approved by the appropriate campus unit prior to advertising.

    a. Recruiting Options (placed by HR) – Select all options for print and enter other advertising including websites as desired. Indicate whether web, print, or both.
    b. Recruiting Options (place by Dept) – List additional advertising to be placed by the department. This may include members only websites. These ads should not be placed until the ad text/position is approved and posted to the AstateJobs website. The approved ad text will be available on the Posting Details page of the posting for departmental access.
    c. Ad Text – The required language is provided as a lead into your text. This is the copy that will be provided to the different advertising outlets as indicated above. Keep in mind that most ads are priced by word. HR will add a line such as, "Please visit https://jobs.astate.edu for more information and to apply." The applicant site will provide applicants with the details of the position. A deadline for applications may be included; otherwise the date is provided on the webpage.
    d. FOAP to be charged – Enter the Banner FOAP to be billed for the advertising cost.
    e. Maximum budget for advertising – Provide a limit for the advertising cost. If the requested ads exceed this amount, you will be contacted for instructions.
    f. Publication Ad Type – A line ad is the small text in the classified columns and a display ad is a larger framed and formatted ad with the ASU logo. Anytime a requested line ad can be combined into a display ad with other positions at the same or lesser cost for each department, HR will utilize this upgrade in visibility and promotion.
    g. Day of Week – Indicate the day of week desired for publication.
    h. Ad frequency – Indicate how many times the ad is to be published. If Sunday and Wednesday are selected above and two is entered. The ad will run one Sunday and one Wednesday.
    i. *Posting Type – Indicate if the positing is external (public) or internal (ASU employees only)
    j. *Posting Length – Indicate how long the position should be posted to accept applications. Internal has a minimum of 3 calendar days and External has a minimum of 10 calendar days to comply with state guidelines. Posting dates may be extended, but may not be shortened.
    k. If other - You may indicate a number of days or the date for the posting to close.

l. Special Instructions to Applicants – Provide instructions for items to attach as indicated in the following fields or to mail. You may provide a departmental website to be visited for additional information.
m. Optional applicant documents – Items selected here may be attached by the applicant, but are not required. This is a good place to request letters or transcripts. **Note:** Many applicants will not have letters or transcripts available in electronic format by the deadline and should have the option in "Special Instructions to Applicants" to mail such documents.
n. Required applicant documents – Items selected here **must** be attached before the application will be complete. Incomplete applications will not be considered.

12. Posting Specific Questions – If desired, you may enter questions to be completed as part of the application by applicants. These may be designed to help you know the candidate better or to eliminate those who are not qualified. Do not design questions that are too narrow. Keep your minimum requirements in mind.

    a. Select Add A Question
    b. Enter keywords or leave blank and Search
    c. A list of existing questions will display for selection and you will be given the option to Create a Question.
    d. You may require the question or not, the questions may be open ended or close ended.
    e. If you make a mistake, you may check the box next to a question and delete it.

13. Disqualifying / Points – Here you may designate the question as a disqualifier or assign a point system. If the question will disqualify and is a required question, do not make No Response a disqualifying answer. "No Response" will not be a valid response for required questions.

14. Appendix A – This page supplies required information for Diversity. Select the recruiting activities to be applied to the search, provide details as requested, and indicate the quorum policy, voting procedures, and criteria to be used in judging applicants for the search committee.

15. Search Committee – Add New Entry and indicate the name, race, and gender of each committee member. Continue to Add New Entry for each member then Continue to Next Page.

16. Comments – This area will be used if instructions need to be relayed for approvals. If a request is returned to you, review this tab for instructions. Sponsored Programs should use this area to note any special funding dates.

To complete the request or to save and return for completion, select the "Preview Action" button at the bottom of any page. This will provide the ability to print the information (Printer Friendly Version), Save Action without Submitting, or Send to the next level for approval. Once you select the appropriate action, select "Continue" and then "Confirm". An email notification will be sent to the next approver to review and approve the position.

To check the status of your request, select Search Actions from the POSITION DESCRIPTIONS area of the navigation bar. A Search Screen will display. Enter either the banner position number, first and/or last name of most recent incumbent to the position, the incumbent's campus ID number, or the official state classification title for the position. For best search results enter only one piece of information and Search. The status column will indicate where the action is in the approval process. Use the status check boxes to broaden or narrow your search.

Non-Classified approvals flow as follows:
Initiator (if utilized) – Hiring Manager/Committee Chair – Dean/Director – VP/VC - HR – Sponsored Programs (if required) – Budget - HR

Approving a Request

Approvers will receive an email notification when an action is awaiting their approval.

1. Access the internal admin website at https://jobs.astate.edu/hr. Log in with your campus network username (name part of your Astate email) and password.

2. Once logged in, familiarize yourself with the navigation bar to the left and the Welcome (your name) message at the top of the page. Under the welcome message, you may see "Your Current Group: …" If so, you have access to the system at different levels. Your user group may be changed by selecting Change User Type from the ADMIN area of the navigation bar. Verify that you are logged in at the appropriate level (Dean/Director, VP/VC, etc…) for approval.

3. Select Pending Actions from the POSITION DESCRIPTIONS area of the navigation bar.

4. All actions within your department(s) will display with the status of their approval. Locate the position desired and select the View link under the title.

5. The position summary will display. You may review the information and approve to the next level from this screen by selecting the desired Action Status, Continue, and then Confirm.

   If edits or notes are needed, select the Edit link just above the red Action Status box. From here you have access to each page of the request. (Field by field instructions are provided in the "Requesting an Action" section above.) You may select the comments tab to provide notes prior to returning the action or you may make the changes, add comments, and Send the action forward.

The approval/review responsibilities are as follows:

Dean/Director – reviews the position for appropriate action type, description, position, funding, advertising, etc… and forwards to the VP/VC.

VP/VC – reviews the position for appropriate action type, description, funding, approved salary information, advertising, etc… and forwards to HR.

HR - reviews the entry salary, duties/responsibilities, minimum and desired requirements, advertising, required documents, and supplemental questions… and forwards to Budget or Sponsored Programs based on needs.

Sponsored Programs - reviews all requests subject to external funding. Funding dates, contract guidelines and balances will be verified.

Budget - verifies funding and assigns position numbers to new positions.

HR - Posts the position to the web and places requested advertising.

Position Posted by HR

Once all approvals are received, the position will be posted by HR to the web. Users with Access will receive an email notification. The posting will be listed when you login to the administrative site and anytime Home is selected on the navigation bar.

All applicants must apply through the web-based system. Once posted, applicants may begin applying immediately. **Supervisors should not consider applicants who have not submitted a profile online**. Please refer them to the AstateJobs Employment site at https://jobs.astate.edu to apply online. If an applicant has questions or needs assistance, please direct them to HR at 972-3454. Employment computers are located in the lobby of the Administration Building, Library, and Facilities Management. HR provides assistance to applicants.

Advertising may not be placed until the position and advertising text is approved and posted. HR will place all advertising with the exception of positions advertised with member-only trade organizations. Any department placing such an ad must use the advertisement as approved in the posting details.

Review of Applications/Interviews – Hiring Mangers/Dept Chairs, Search Committee

Applications may be reviewed online by viewing the posting. Users with Access (usually including the Hiring Manager/Department Chair, and/or Committee Chair) will have the ability to change the status of each applicant and to move the hiring process forward. *The search committee members will access the system using a guest user login/password.* Committee Members have viewing access only. The processes followed below satisfy and have replaced all Diversity Documents for Non-classified and Faculty positions. Your department may have additional policies and procedures of their own. The instructions below are general to the university.

NOTE: Search Committee members will follow items 1, 2, 4, and 5 to review applications and documents.

1. After logging in, select the View link under the title.

2. The screen will display the Active Applicants along with red tabs for pages of additional information.

3. Select the Guest User tab for the login/password to be used by committee members. This type of access insures that committee members are limited to one position. Distribute this information to all members.

4. To review applications, check the box to the far right of each applicant's name desired for review. In the next section below the applicants, select the "View Multiple Applications" button or the "View Multiple Documents" button to review. The applications or documents (as selected) will display as a PDF for review and/or printing. Printed documents will page break between each applicant. Applications and documents may be viewed one at a time by selecting the desired individual link.

5. The status of each applicant will need to be changed to reflect whether the candidate will be considered further. The status may be changed one applicant at a time by selecting Change Status in the status column, or by checking each applicant to be changed and the Change Multiple Statuses button. Applicant statuses can be changed as follows.

    a. The status options are divided by position type (Classified, Non-Classified, Faculty). Select the appropriate type. The options are:
        i. Did not Meet Minimums – Determined by Department
        ii. Not Interviewed
        iii. Selected for Interview

   If "Did not Meet Minimums" or "Not Interviewed", a Selection Reason must be selected from the drop down box.

   NOTE When the above status is selected, applicants automatically receive an email notifying them of the decision.

6. Once individuals are selected for interviews and approved by Diversity, the supervisor must email their HR representative the possible dates and times for the interviews. Diversity will review the minority status for all applicants. If qualified minority candidates need to be included in the interview pool, the Diversity Office will contact the hiring department to advise.

7. Conduct interviews. HR can provide assistance regarding questions and/or process. Each candidate that you interview must complete the Governor's Executive Order Disclosure form. Upon completion, please forward to HR immediately.

8. Check references. Note any significant findings to be provided to HR.

9. The status of each remaining applicant will need to be changed to reflect who will be offered the position. Applicant statuses can be changed as follows.
    a. Interviewed – Not Hired
    b. Submit for Offer Approval

   If "Interviewed – Not Hired", choose a reason from the drop down box.

Complete the Hiring Proposal – Hiring Manger/Dept Chair, Committee Chair

1. Select Begin Hiring Proposal in the Status column of the chosen applicant. Select the Hiring Proposal based on the position type (Non-Classified).

2. Complete the required fields
   a. Number of Applicants – this is the total number of qualified applicants in the pool.
   b. Hire Date – Provide the date the applicant is being asked to start. This should be a Monday for New Employee Orientation. This date can be changed to accommodate department or applicant needs.
   c. Annual Salary to be Offered – Indicate starting salary.
   d. Type of Appointment – select from drop down box.
   e. Full-Time/Part-Time Percent – Indicate FTE if not 100%
   f. Promotion or Transfer – Indicate if this is a promotion or transfer for an existing ASU employee.

3. Submit Offer to Dean/Director for approval.

The Hiring Proposal must be approved by the Dean/Director, VP/VC, Diversity and HR. To check the approval status of the hiring proposal select the Hiring Proposal red tab after viewing the posting. The status will display. Once approved, HR will make the offer, conduct the required background check, send a Welcome by email, and schedule for orientation. Once the employee has attended orientation, letters will be sent by email to all other applicants.

New Employees

1. Once the candidate has accepted the offer, and has been scheduled with the date and time to begin the new position, the hiring department must complete the following:
   a. Submit approved Assignment Change form
   b. Complete New Employee Orientation Forms and fax to HR
   c. If possible, have new employee complete the Individual New Hire tax packet and bring to New Employee Orientation.

   The Assignment Change form and the Individual New Hire tax packet should be forwarded to Human Resources as soon as possible. Your new employee will obtain benefit information (if they are eligible) at Orientation.

2. New Employees will report to the department on the first day. Employee may complete the Individual New Hire tax packet and bring with them to orientation that afternoon. All new employees must attend New Employee Orientation which is held every Monday at 1:00 pm in the Environmental Health & Safety Building Training Room. Information for parking decals and ID cards will be provided during orientation.

3. Return any notes or information pertaining to the position to Human Resources.

All information regarding a particular vacancy will remain on file in Human Resources for five years.

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