Staff Search Guide

Using Staff Vacancy Action Form and Staff Search Plan
This Staff Search Guide provides assistance as you seek to fill both budgeted vacant and newly created positions. Filling a position is a joint effort between the Hiring Authority (HA) and the Human Resources Generalist (HRG). The process has been rebuilt around the shared decision making of plan details before a search can begin. This Guide is designed to explain the importance and flow of steps (1-4) from beginning of the search process to the successful filling of a position. A number of steps and decision points are required. The Staff Search Plan form is structured as an interactive checklist requiring initials and/or comments at each step to enable clear understanding of item responsibilities. An official Search File is created and developed throughout the search process to document processes used and outcomes achieved.

Recruitment strategies vary and to be most useful must be flexible enough to react to current market and labor conditions. All this is done within Federal and State Law and University of Central Missouri approved policies and procedures. Factors concerning the applicant pool, advertisement locations/costs, application/screening requirements, interviews, reference checking, and the eventual offer of employment must be taken into consideration. Process decisions made jointly by the HA and HRG determine the tools which make an equitable selection possible.

Step 1: Pre-search Planning
Complete Staff Vacancy Action Form—basic information necessary to start the process
Updating Position Description (PD)—The PD must accurately reflect the duties, responsibilities as well as the minimum educational/experience requirements on which the recruitment, screening and selection of candidates is based. The responsibility for the accuracy of the PD rests with the hiring authority. The responsibility for grading the position rests with the HR Generalist (HRG).

Step 2: Search Planning
Complete Staff Search Plan Items 1, 2, 3

Item 1: Application Process—defines requirements for applications.
This is tailored to fit searches that have special qualifications such as examples of writing, graphic design, sound tracks. Details on submission of items that cannot be sent electronically are included.

1. Application Process:
   a. Required: UCM Electronic Application
   b. Additional: (Check all that apply)
      • Cover letter
      • Resume
      • Reference
      • Other
   c. Eligible Applicants:
      _____ Qualified Internal only
      _____ Any Qualified

HA Initial/Date: _____________ HRG Initial/Date: _____________
Staff Search Guide

Item 2: Advertising Process—defines where and how to advertise.
This is designed to fit where the applicants will be, based on what is advertised. The advantages/challenges of regional vs national emphasis (and cost involved) are included.

2. Advertising Process:
   a. Required: UCM – HR website
   b. Posted for how many days: ___________
   c. Close by or Priority by date: ___________
   d. Optional: (Check all that apply)
      • _____ Local
      • _____ Regional
      • _____ National
      • _____ Internal
   Advertising Budget dollars: ___________
   e. Advertised Salary*: _______________
      *See Item #3

HA Initial/Date: ___________ HRG Initial/Date: __________

Item 3: Compensation Information—determination of appropriate salary
The ability to see how a position in a department fits into the internal equity picture at Central is accomplished when the HRG reviews with the HA the university-wide CJS level specific salary information. This provides information so the HA will establish an appropriate base salary to advertise the position. This same information will also be useful should it become necessary to negotiate a higher salary when a final candidate is selected.

3. Compensation Information:
   a. Required: Internal Review HRG
   b. Current Salary: ___________ CJS Level _______
   c. Range of current employees with similar duties:
      • ________________
   d. CUPA: ______________
   e. Other Sources: ______________________
   f. Salary approved: ______________

HA Initial/Date: ___________ HRG Initial/Date: __________
Step 3: Search Process
Complete Items 4, 5

Item 4: Screening Process—review of applications
The initial screening is to determine applicants who meet the minimum qualifications given in the position description. For additional screenings, the Hiring Authority or Search Committee develops a non-discriminatory methodology for identifying scoring of applicants on bona fide position qualifications and responsibilities.

<table>
<thead>
<tr>
<th>4. Screening Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Required: HR screens for minimum qualifications.</td>
</tr>
<tr>
<td>b. Additional: Further screening by:</td>
</tr>
<tr>
<td>(Check one as it applies)</td>
</tr>
<tr>
<td>• _____ Hiring Authority</td>
</tr>
<tr>
<td>• _____ Committee (identify members)</td>
</tr>
<tr>
<td>Names: __________________________</td>
</tr>
<tr>
<td>__________________________</td>
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<tr>
<td>__________________________</td>
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<tr>
<td>__________________________</td>
</tr>
</tbody>
</table>

HA Initial/Date: ___________  HRG Initial/Date: __________

Item 5: Interview/Selection Process—determining the interview structure and final selection process. The HA (and possibly a search committee) will identify what type of interviews will be conducted and objectively evaluate applicants to determine who is selected and why others were not selected. Even when reference checking will only yield employment verifications, it is a vital part of the final selection.

<table>
<thead>
<tr>
<th>5. Interview/Selection Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Required: Describe Interview structure - __________</td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>__________________________</td>
</tr>
<tr>
<td>(Telephone interview, ITV, in person interview, campus wide interview, etc.) Use additional space on back if needed.</td>
</tr>
<tr>
<td>Interviews will be scheduled by: __________________________</td>
</tr>
<tr>
<td>(HRG or Hiring Authority)</td>
</tr>
<tr>
<td>b. Required: HA submits completed signed and dated Candidate Interview Form with reasons for non-selection of those interviewed.</td>
</tr>
<tr>
<td>c. Required: Candidate Reference Check.</td>
</tr>
<tr>
<td>_____ HRG will conduct (Recommended)</td>
</tr>
<tr>
<td>_____ HA will conduct</td>
</tr>
<tr>
<td>Reference information must be submitted to HR for review and placement in the Search File.</td>
</tr>
</tbody>
</table>

HA Initial/Date: ___________  HRG Initial/Date: __________
Step 4: Completing the Search

Complete Items 6, 7

Item 6: Document Review—Equity Review

The HRG collects all the search documentation which has been a part of the selection process. Before an offer is made the documentation is reviewed and a determination made that a non-discriminatory process has taken place.

6. **Document Review**: (once Selection has been made)
   - Required: HR Generalist.
   - _____ Staff Plan
   - _____ Candidate Interview Form (reasons for non-selection)
   - _____ Reference Documentation
   - _____ EEO Information on Applicants
   - _____ Submitted for Final Review

   HRG Initial/Date: _____________________

Item 7: Outcome—making the offer and completing the process.

The choice of who will extend the offer of employment is made by the HA. Details of the offer are to be documented via the appropriate forms. The start date is by agreement of the HA, HRG and the successful applicant. When searches are not successful, the next step is determined.

7. **Outcome**: (indicate choice)
   a. Offer extended by HA: ____________
      Memo of confirmation sent to HRG with appropriate VP and Budget office copies. HRG generates A&E.
   b. Offer extended by HRG: ____________
      Copy of A&E sent to appropriate VP and Budget office.

   HA Initial/Date: ____________ HRG Initial/Date: ____________

If the search process does not yield the desired candidate the HA may extend or close the search as desired. Notation of such action should occur on the Candidate Interview Form. Searches that have not been successful within 90 days will be removed from the search process and closed. The HA must reactivate the search process to continue the search.