Policy Name: Recruitment/Hiring Procedures (Exempt and Non-Exempt Positions)

Responsible Department: Human Resources

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

**Purpose:**
N/A

**Policy:**
If at any time during this process, a form is incomplete or inaccurate, it will immediately be returned to the appropriate VP for correction and should be submitted with corrections for reprocessing according to the following procedures.

Advertising Available Vacancies

Hiring Supervisor (HS) completes employee requisition form (ERF) and forwards it to their appropriate vice president (AVP). Any documentation supporting funding for the position (i.e. Budget Revision) must accompany the ERF. The appropriate VP usually accepts or rejects the ERF within three (3) working days of receiving the form, assigns the appropriate account number, and forwards the ERF to the VP for Business Affairs (VPBA) for verification.

Within three (3) working days, the VPBA forwards the ERF to Human Resources (HR) for advertisement preparation.

Within three (3) working days of receiving the completed ERF, HR prepares and forwards the advertisement to the appropriate VP, the HS, and AA/EEO for comments, changes, and salary verifications with one (1) working day for final approval. HR also forwards original ERF to AA/EEO. AA/EEO may provide input for specific advertisements.

HR places the advertisement in ERF indicated publications on the next publication date of the source. (Some papers publish weekly or bi-weekly etc.) Each advertisement, whether internal, external, or simultaneous, runs for a minimum of six (6) working days depending upon publication deadlines. HR also forwards a summary of the advertised positions to every department on campus and posts the advertisement in appropriate locations, including the Payroll Office Door, the HR Bulletin Boards, and other suggested places.
II. Screening and Interviewing Applicants

1. Within three (3) working days after the advertisement's deadline date, HR prescreens applicants for minimum qualifications and forwards applicant files including an applicant roster to AA/EEO for reviewing and declaring AA/EEO adequate. AA/EEO returns applicant files to HR.

2. For all exempt positions, AA/EEO works with the HS to establish a search committee (SC). The HS notifies HR of the SC members. For nonexempt positions, it is at the discretion of the hiring supervisor whether to use a SC. If the HS decides not to use a SC, AA/EEO works directly with the HS.

3. Once the advertisement is published and no later than five (5) working days after the advertisement's deadline, the AA/EEO provides the SC or the HS with instructions on how to prepare reference and interview questions and evaluation criteria. The SC or the HS prepares and submits the questions and criteria to AA/EEO for review and approval. AA/EEO forwards the approved questions and criteria to HR. The approved questions and criteria become a part of the job file.

4. Once HR has copies of the AA/EEO approved reference and interview questions and evaluation criteria and AA/EEO has reviewed and returned all applicant files, HR releases files to the SC or HS for screening and determination of finalists for on-site interviews. If there are questions about the applicants' qualifications, the SC or the HS is to contact AA/EEO for clarification.

5. With copies to the HS, the appropriate VP, and AA/EEO, the HS or the SC chair forwards a memo to HR that details finalists for on-site interviews, types of interviews (i.e., open forum, VP's interviews, departmental interviews or HS interviews, campus tour, etc.) and desired interview dates, times, lengths, and locations. With the HS or SC chair, HR arranges the details of the candidate's itinerary. HR will notify all proposed interviewers with initial details for confirmation before the final itinerary is distributed.

Upon receipt of the memo from the HS or the SC chair, HR schedules interviews as soon as possible but not later than one (1) week for candidates in the Silver City and surrounding area. Upon receipt of the memo from the HS or the SC chair, HR schedules interviews as soon as possible but not later than two (2) weeks for candidates outside Silver City and surrounding area. This timeframe obtains the best airfare rates and gives HR adequate time to communicate with all parties about the interview process.

6. It is the responsibility of the SC or HS to meet the candidate at HR or appropriate location, distribute the itinerary, assist the candidate throughout the day, and deliver him/her to
the HR briefing on institution, benefits, and reimbursement policy and form and to the exit interview with AA/EEO.

III. The Hiring Decision

1. Exempt Positions - In a memo to the HS with a copy to HR and AA/EEO, the SC chair details the strengths, weaknesses, and acceptability or unacceptability of each interviewed candidate. The candidates should not be ranked. The HS selects the candidate for the position and forwards all the information to the appropriate VP for final approval.

Nonexempt Positions ñ In a memo, with a copy to HR and AA/EEO, the HS details the strengths, weaknesses, and acceptability or unacceptability of each interviewed candidate, selects the candidate for hire, and forwards the request to the appropriate VP for final approval.

2. If the appropriate VP is in agreement with the HS or SC, the VP or their designee makes the offer to the candidate. If there is disagreement with the HS or SC, written justification is sent to AA/EEO who will meet with the parties to discuss the appropriate course of action.

3. Once the candidate has accepted the offer and at least three (3) working days prior to the employee’s starting date, the HS prepares a contract request form with a copy to AA/EEO in accordance with the terms advertised and submits it to the appropriate VP for approval. The approved contract request is sent to HR for processing. HR will complete the contract and forward it to the appropriate VP for signature within three (3) working days prior to the employee’s starting date. No employee is to work without a contract. Time worked outside an executed contract will not be compensated by WNMU.

4. Within three (3) days from the date the contract is signed by the VP and received in the HR office, HR notifies the new employee and the HS about Benefits Orientation for regular staff employees and faculty. HR also contacts the new employee and requests he/she bring documents that establish both identity and employment eligibility, examples include a U.S. passport, a driver’s license, a voter’s registration card, a U.S. social security card, or other documents listed as acceptable on the Form I-9.

On the first day of employment, new employees must report to HR to sign their contract and to complete the Employment Eligibility Verification (Form I-9) and benefit and payroll forms. If employees are unable to present the required original documents for the I-9 within three business working days, they will not be permitted to work. HR will contact the HS if the employee is not able to work due to missing I-9 documentation. Employees will not be compensated for time worked without a completed I-9 form.
Within five (5) working days of the contract request, the SC chair or HS must return all files and documentation accumulated during the search process to HR to become part of the permanent job file. AA/EEO may review the files.

**Procedures:**
None