

# PROCEDURES FOR HIRING UNCLASSIFIED 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 departments 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 President of the University of Louisiana at Monroe makes the recommendation for hiring unclassified staff to the Board of Supervisors for the University of Louisiana System. All unclassified administrative staff hold their administrative appointments at the pleasure or will of the University of Louisiana System. The annual approval of the budget and personnel documents designating the salary and other personnel benefits for administrative personnel shall not alter the "at-will" relationship of unclassified staff or constitute an implied nor expressed agreement for continued employment throughout that fiscal year. The personnel appointment documents and approval of positions in the annual budget exist solely for the purpose of fiscal management and reporting.

## Search and Appointment Process

Human Resources uses NeoGov as its applicant tracking system. The system will be used for candidates to apply for positions, hiring managers to review applications and make employment recommendations, and for the new employee's onboarding process.

### Personnel Requests

To fill an existing or newly created position (unclassified staff or faculty), 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 an Unclassified 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
  - For faculty positions, the Request to Replace/Hire Additional Full-time Faculty Member Data Sheet must be attached

2. Budget Unit Head will send an updated job description 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 Unclassified Position Description, Justification & Certification Form must be attached.

#### 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.

#### Preparing for Interviews and Appointing a Search Committee

Search committees are formed to assist in the recruitment efforts for filling vacant unclassified 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 positions of Dean or higher (ULS Policy FS-III.II.B-1a) and full-time faculty.
2. Search committees are recommended for all other unclassified positions.
3. It is the responsibility of the Budget Unit Head to appoint the search committee and to appoint the chairperson unless otherwise specified in the Policies and Procedures for the University of Louisiana System.
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 through NeoGov to the search 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. Hiring managers may indicate the search committee member names on the NeoGov requisition, so all members can rate and review applications.
4. 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.
5. 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.

### Planning Campus Visits

The following procedures are to be used in coordinating and approving the expenses for travel of candidates for on campus interviews. Up to three candidates per vacancy may be brought on campus to interview at the University's expense. Additional candidates may be invited for on campus interviews at the University's expense with approval of the appropriate Vice President. ULM will not reimburse interview expenses (mileage or meals) for current ULM employees interviewing for other campus positions.

The chairperson of the search committee or the appropriate designee coordinates travel arrangements. If the travel arrangements are not handled in appropriate manner under the Louisiana State Travel Regulations ([www.state.la.us/osp/travel/traveloffice.htm](http://www.state.la.us/osp/travel/traveloffice.htm)), the department responsible for making the arrangements will be responsible for costs of travel reimbursement to the candidate. All air transportation arrangements must be made through the State Travel Agent.

### Appointment Recommendation

1. The Budget Unit Head, after considering the committee's recommendation, will submit a recommendation for employment to the appropriate Dean (if applicable), Vice President, and Human Resources Director for approval through the NeoGov system.
2. Personnel actions will follow ULS Policy FS.III.II.B,C,D-1. Personnel actions are made on a provisional basis subject to approval by the University of Louisiana System Board Of Supervisors.

### 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.