Hiring Process Responsibilities Based on Roles Job Aid

The following are responsibilities for users that may have varying roles in the hiring process associated with the PeopleAdmin System. By completing these responsibilities, postings can be routed with greater efficiency. Failure to complete the tasks as outlined, may result in the action being returned to the requestor.

Department Responsibilities in PA7

Review of Posting

- Complete all requested fields.
- If hiring multiple positions or advertising as a series, all PD's must be submitted within PA7 and approved upfront prior to posting.
- Request applicable supplemental questions.
- Route through the HR Liaison for approval.
- Once Recruitment has routed the posting request back to the Posting Admin for review (a.k.a. the former please review email), please review the entire posting and submit back to Recruitment for posting approval. When reviewing the posting, please pay close attention to the supplemental questions, guaranteed consideration and posting end dates, confirm the preferred qualifications, and licensure and certifications (as applicable).

Request for Interview Approval

- Ensure all applicants are rated. Non-considered applicants following the guaranteed consideration date do not need a rating. However, if the committee reviewed applicant documents after the guaranteed date, all other applications up to that date must be reviewed.
- Ensure all applicants rated are given equal consideration.
- Ensure applicants rated meet the minimum required qualifications.
- Include any Veteran's Preference applicants, as applicable and as they meet the minimum required qualifications.
- Include any P&S referral applicants, as applicable and as they meet the minimum required qualifications.
- Route through the HR Liaison for approval.

Request for Hire Approval

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- Complete all required fields within the Hiring Proposal.
- When determining the proposed start date, the Posting Admin must take into consideration the background check process, letter of intent routing, potential relocation, etc. The start date must be prospective.
- Enter proposed salary for P&S and Faculty position types. If negotiations are foreseen, include a salary range the department would like to obtain pre-approval to allow for negotiation between those amounts once the hire is approved. If the posting is for a Merit position, follow standard Merit System Pay Plan and enter the minimum hourly wage for the pay grade.
- If salary request is above the normal hiring range, provide a thorough business rationale as to why the request is being made.
- Ensure all reference checks have been conducted prior to routing for hire approval before affirming in the PA system. Reference documentation should be kept with the search file.
- Route through the HR Liaison for approval.
    - After the hire is routed, the Posting Admin may inquire on the status of the background check through their HR Liaison, as needed.
- Once the UHR Recruitment has moved the Hiring Proposal to Approved to Extend Offer and the offer has been made to the candidate, please complete the Hiring Proposal in order to begin the Letter of Intent process. In doing so, please ensure there is final salary listed, punctuation is not being used in the salary range field, and you have entered a 'realistic' actual start date. Once all of these items are complete, please move the Hiring Proposal to "Final Verbal Offer Details" to begin the electronic Letter of Intent process.
- Once the applicant returns the completed Letter of Intent, please update the Offer Accepted and Recruitment portion of the Hiring Proposal. Please remember to not use any punctuation when entering a Social Security Number or a University ID.
- Once you have completed the "Offer Accepted, Confirm Hire" step of the hiring proposal, return back to the posting and put all of the other applicants to a final status.

HR Liaison Responsibilities in PA7

Review of Posting (for postings created by the Posting Admin)

- If hiring multiple positions or advertising as a series, ensure all PD's are submitted and approved prior to posting.
- Review recruitment sources and suggest additional sources, as needed.
- Ensure posting advertisement period meets policy compliance, reference the Open Search Policy/AFSCME contract.
- Review Summary of Duties and Responsibilities to ensure the scope of the position is appropriately reflected.
- Route to UHR for approval.

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Request for Interview Approval

- Ensure all applicants are rated. Non-considered applicants following the guaranteed consideration date do not need a rating. However, if the committee reviewed applicant documents after the guaranteed date, all other applications up to that date must be reviewed.

- Only forward candidates following the guaranteed consideration date or minimum required posting period (pools).

- Review all applicants to ensure they meet the minimum required qualifications prior to sending to UHR for approval.
    - Review the Applicant List Report to compare and review ratings to ensure consistency in ratings across the entire applicant pool.
    - Review ratings to ensure applicants who are equally rated are moved to the same workflow state.

Request for Hire Approval

- When determining the proposed start date, the Posting Admin must take into consideration the background check process, Letter of Intent routing, potential relocation, etc. The start date must be prospective. Please work with the department to adjust the start date prior to sending to UHR Recruitment.

- For term appointments, ensure the end date within the Hiring Proposal matches the advertised end date on the Posting.

- Review salary for equity with the college/unit and policy compliance.
    - If negotiations are foreseen, check to see if the Posting Admin included an anticipated salary range to be able to negotiate between those amounts once the hire is approved.
    - If salary request is above the normal hiring range, ensure a thorough business rationale has been provided.

- Verify the user group and department access permission requests for PA7 access in the Hiring Proposal are correct; and if left blank, complete as needed.

- Review the Special Conditions for accuracy.

- Ensure the appropriate PD was selected, if hiring multiples or series.

- Confirm where the posting was advertised and ensure the field is accurately completed to satisfy certain advertising specifications. Ensure the department has completed where the posting was advertised.

- Ensure compliance with reference checks per the Employment Verification and Background Check Policy.

- Monitor the General Information Services (background check vendor) portal to track where the background check is at in the process, as needed.

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Recruitment Responsibilities in PA7

UHR Recruitment regularly reviews and audits for compliance with policy and advises departments on findings for action through reviewing the posting, reviewing requests for interview approval, and reviewing the request for hire approval.

Review of Posting

- Ensure request has been routed through from the HR Liaison. If not, return the request.
- Approve supplemental questions.
- Make edits to all fields as needed.
- Route back to Posting Admin for review prior to posting.
- Make needed edits after receiving the posting announcement from the Posting Admin.
- Prepare posting for go live on iastatejobs.com.

Request for Interview Approval

- Ensure interview request has been routed through from the HR Liaison. If not, return the request.
- Ensure all applicants rated are given equal consideration.
- Ensure applicants rated meet the minimum required qualifications.
- Check those that are rated not qualified to make sure indeed they are not qualified.
- Review for inclusion of minorities and females in the pool, and check if the qualifications are comparable to the candidates selected for interview. If qualifications are comparable, notify the department and discuss opportunity for diversity in the pool.
- Check if there were any veteran's preference requests and ensure they are selected for interview if the minimum required qualifications are met.
- Check if there were any P&S referral requests and ensure they are selected for interview if the minimum required qualifications are met.
- Approve interview request.

Request for Hire Approval

- Ensure hire request has been routed through from the HR Liaison. If not, return the request.
- Ensure applicants were selected and approved for interview.
- Initiate a background check as applicable per employment verifications and background check policy.
- If advertised as a term appointment, check to see if the department completed the end date to match what was advertised.
- Ensure proper level of PD was selected if hiring off of a series posting.

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- Check proposed salary and if higher than normal hiring range, route the request with the business rationale to UHR Classification/Compensation for review per the Starting Rate of Pay, P&S Policy.
- Approve hire after successful background check has been completed or after a contingent offer has been approved by the Associate Vice President for University Human Resources.