

Procedures for Filling Non-Broadbanded Positions in the 0000 and 2000 Job Families

This is a step-by-step guide for the recruitment/hiring process for non-broadbanded positions in the 0000 (i.e. officers and deans) and 2000 (i.e. faculty, extension agents) job families used in conjunction with NDSU Policy 304: *Academic Staff and Executive/Administrative Positions – Procedures for Filling*. The recruitment process is an on-going process of continually searching out potential candidates to fill both current and upcoming positions at NDSU.

1. Form the Search Committee
 - Create a diverse search committee, determine specific selection criteria, including role of diversity in the search, agree on weighting of qualifications, create a plan for representing departments commitment to diversity, review specific needs of the department, develop hiring goals, create position description, review past searches that have successfully recruited underrepresented including women candidates, contact your recruiter for questions and clarifications. Attend Search Committee training
2. Contact and Review Resources
 - Contact resources to locate potential underrepresented candidates including women applicants and for faculty positions, review Faculty Recruitment Handbook
3. Create an opening in the online application system
 - Fill out completely, including: job description, committee members, reference letter requirements, required document attachments and proposed advertisements - forward for the required approval
 - Take care in drafting the minimum and preferred qualifications to get the candidates you want to apply. (Too few minimum requirements may mean a large pool of candidates not necessarily on point with the experience or education you are searching for in a candidate. Too many minimum requirements may mean a very small pool of candidates.)
4. Create Advertisement and Advertise/Recruit for Position
 - Include interest in diversity in job description/advertisement
 - Include one of the following notices in all advertisements:
 - *North Dakota State University is an Equal Opportunity/Affirmative Action Employer*
 - *NDSU is an EO/AA Employer*
 - Additional language may be added to either option above: *Women & traditionally underrepresented groups are encouraged to apply.*
 - Note: For those positions exempt from the North Dakota Veterans' Preference hiring requirements, the following statement must appear on all recruitment materials (placement of advertising, position announcement mailings, etc.), "***This position is exempt from North Dakota Veterans' Preference requirement.***"
 - use proactive language
 - put ads in appropriate journals and websites
 - network with colleagues and existing faculty

- initiate recruitment trips to universities and conferences
 - develop informational packets
 - Contact underrepresented individuals including women from list of graduates and PhD candidates. Remember that the personal contact is the most effective to potential candidates. Keep a copy of the advertisements for submission upon closing the position.
 - Consider collaborating with other departments that also may be hiring to save on advertising costs by posting joint advertisements if possible.
5. Review and Rank Candidates
- Use the screening sheet found at http://www.ndsu.edu/diversity/equity/forms/equity_diversity_forms/
 - For those positions that aren't faculty, an Extension position with the primary responsibility to teach, or an executive position of President, VP, or Dean, the North Dakota Veteran Preference law applies. For those non-teaching, non-executive positions in which a ND veteran has applied, specific procedure must be followed:
 - When screening the candidates a ND veteran must be given an additional 5 points and a ND disabled veteran must be given an additional 10 points.
 - The recruiter will work with you closely regarding ND Veteran Preference requirements.
 - Conduct the screening process using the qualifications indicated in posting. Keeping notes about this process will be helpful in completing the final recruitment file. Those who do not meet minimum qualifications should be notified promptly that they are no longer being considered and their lack of qualifications noted in their applicant status in the online Employment System.
6. The search committee, in consultation with the department/unit head, will determine the list of candidate's they want to interview. To do this, the department changes the status of those applicants in the Online Employment System to "Request for an Interview". Either the Office of the Provost (academic positions) or the Office for Equity, Diversity and Global Outreach will review the search and follow-up if there are any questions. Consider criteria, such as teaching, research potential and mentoring capacity.
- Get consensus on multiple ranking criteria
 - Follow through, with consistency, with all candidates
 - Create "medium" and "short" list (10-15 candidates)
 - Plan to interview more than one female.
 - Allow plenty of time for review.
7. As the committee screens applicants, update status in online employment system
- For those applicants not selected to move forward in the process, update each applicant's status in the online application system to "not selected" and document reason(s). There is a drop down box in the system to help describe the reason why the applicant is not selected. There is an "other" option in which very specific reasons can be entered. (An e-mail will be sent to the applicants not selected when the hiring process is completed and the job posting is closed out as

“positions filled”. If the committee wishes to have e-mails sent immediately, contact your recruiter to send the e-mails without delay.

8. Check References
 - Also contact unnamed references.
9. As applicants are selected to interview, update system with offer, reject or withdrawn
 - Change status to request for interview. Determine necessity of telephone interviews for semi-finalists, have questions pre-determined and assigned to committee members, plan campus visits consistently, schedule adequate time for interviews, allow candidates to interact with faculty members including members from same demographics, represent department and university as place candidate can thrive, make sources available of interest to underrepresented individuals including women, provide list of possible negotiation items.
 - Keep records, find out why candidates did not accept position if offered, share information with department heads, analyze and evaluate the search procedure.
 - Include the criminal background check authorization form to be completed prior to hire (only by candidate for offer as department will be responsible for paying for all background checks).
 - “Unofficial” offer talks take place to determine salary and the start of the criminal background check process
 - A completed degree verification form must be submitted for the applicant to whom the department wishes to make the offer if the required complete transcripts are not included on the candidate’s online application.
10. Complete the Request to Offer (Hiring Proposal) in the online application system and forward electronically for signatures.
 - Attach the following items: a draft letter of offer (for faculty and lecturer appointments, a format of the proposed letter of offer is provided by the Provost and Vice President for Academic Affairs), interview report forms (for both telephone and in-person interviews), interview questions (for both telephone and in-person interviews), and screening sheet.
 - Begin the criminal background check process. The recruiter will submit the background check request to the vendor.
11. Once the Request to Offer is approved (fully executed) and the criminal background check results are returned, notify candidate
 - No formal, written offer (including e-mail) should be made until the Request to Offer is fully approved and the criminal background check is complete.
12. Once the formal appointment letter is returned, send any remaining applicants a rejection e-mail or letter. (E-mails will be generated by the online application system once the status has been changed for the applicants not selected unless the hiring department chooses to make personal contacts and/or send letters rather than e-mails. (In those situations the status of **“not selected-send no e-mail”** should be chosen.)
13. Send any additional search file materials to the Provost and Vice President for Academic Affairs for faculty and lecturers, the Office of Equity, Diversity and Global Outreach for executive searches in the 0000 job family and coaching positions, and the Director’s Office – Extension Service for Extension positions in the 2000 job family.

14. If not already included in the electronic Request to Offer, forward any copies of all recruitment efforts including actual advertisement(s) used to recruit with publication names and dates, samples of position flyer(s) and/or letters with a list of those to whom such mailings were sent, and any other correspondence pertaining to the search, notations of telephone or face to face interviews.
15. An NDSU Hiring Form is now part of the electronic hiring process. However, for a current employee being hired into a new position under a search, hiring departments must continue to use a Change Form 101 to complete the hire.) Include with the 101 form a copy of the Request to Offer and a copy of the history showing all the approvals. (Print off from the on-line hiring system.)
16. As closing out the search, remember that all records should be kept for a minimum of 3 years
17. Take time to evaluate the search.