

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, postdocs, coaches) 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 by looking at the departments current needs moving forward not just taking the “old” position description; review past searches that have successfully recruited underrepresented individuals, including women candidates; contact the Academic Personnel Coordinator for questions and clarifications. Attend Search Committee training.

2. Contact and Review Resources

- Contact resources to locate potential underrepresented candidates including women applicants.

3. Create an opening in the online application system

- Fill out completely, including: job description, committee members, reference 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.*
- 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 sent to you by the Academic Personnel Coordinator.
- 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 Academic Personnel Coordinator 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". The Academic Personnel Coordinator 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" lists
- 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 the Academic Personnel Coordinator 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 semifinalists, 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.
- "Unofficial" offer talks take place to determine salary and the start of the criminal background check process

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, interview report forms (for both telephone and in-person interviews), interview questions (for both telephone and in-person interviews), screening sheet, and summary of reference checks.

11. Once the Request to Offer is fully approved through the online system and the criminal background check results are returned, notification to candidate in writing may be done.

- 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 email”*** should be chosen.)

13. Send any additional search file materials to the Academic Personnel Coordinator

14. If not already included in the electronic Request to Offer, forward any copies of all recruitment efforts to the Academic Personnel Coordinator.

- 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.

15. An NDSU Hiring Form is 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 7 years

17. Take time to evaluate the search.

18. Welcome your new NDSU Employee

- Review the NDSU onboarding checklist located at the HR Forms page