

**RECRUITMENT & HIRING PROCESS (Bands 4000-7000)**  
**Technical/Paraprofessional, Office Support, Crafts/Trades, Services**

Please contact the Recruitment Specialist in HR at 231-5678 for any questions or assistance.

**SCREENING**

1. HR screens and ranks all applicants based on minimum and preferred qualifications after position screening date.
  - Qualified ND Veterans (+5 pts) and disabled ND Veterans (+5 pts) receive additional points - total points will equal 100.
2. HR emails department the names of the top ranked candidates and releases those applications in People Admin.

**INTERVIEWS**

1. Review Draft Interview Report provided by HR
    - If conducting telephone interviews, a separate report form will be required. A modification of the original draft interview report may be used to support the telephone interview evaluation.
  2. Email Interview Questions to HR for review/approval prior to scheduling interviews.
  3. Submit the **"Request to Interview"** in People Admin system for candidates chosen for interviews. <https://jobs.ndsu.edu/hr/>
  4. If higher ranked candidates are not chosen for an interview the Recruitment/Employment Checklist with justification must be completed. <https://www.ndsu.edu/fileadmin/vpfa/forms/HR-RecruitmentEmployChecklist.pdf>
    - HR will submit **"Approved for Interview"** in People Admin.
  5. Contact Candidates - Schedule Interviews
    - When scheduling interviews, ask each candidate: "Do you need any assistance or accommodation during the interview?" If candidate says yes, tell them they will be contacted by Human Resources/Payroll and notify Recruiter.
    - Inform candidates of parking options: metered lot, visitor's lot etc. Provide a campus map if needed.
  6. Complete Interview Reports for each interviewed candidate at conclusion of interviews. Sign/Date.
    - You should have received a draft interview report from HR, or you may also use the template found at [https://www.ndsu.edu/fileadmin/vpfa/forms/HR-InterviewRpt\\_4000-7000.pdf](https://www.ndsu.edu/fileadmin/vpfa/forms/HR-InterviewRpt_4000-7000.pdf)
    - Indicate specific reasons for selection/non-selection based on advertised minimums/preferred qualifications.
  7. Complete References for chosen candidate.
    - Be consistent with all candidates. Conduct reference checks on each candidate's last 2 employers.
    - Sample form found at [https://www.ndsu.edu/hr/mgrtoolbox/recruiting\\_and\\_hiring\\_resources/references/](https://www.ndsu.edu/hr/mgrtoolbox/recruiting_and_hiring_resources/references/)
  8. Review Interview materials with HR – schedule appointment or call the Recruiter
  9. Send following documents to HR before the Offer:
    - Interview Reports
    - Reference Questions (Do not need the responses given by references)
    - Names of References checked
    - Completed Recruitment/Employment Checklist for applicants not interviewed
- \* Do not change the status in People Admin for those applicants not selected; the recruiter will do that to ensure compliance.

**OFFERS**

1. Make Verbal/Pre-Offer to Candidate – Contingent on Criminal Background Check
  - All new benefited hires (**and current employees if none on file**) are required to complete a criminal background check. Notify candidates that the offer is contingent on a successful background check & the request of offer being approved at all levels.
2. Notify HR if Applicant Accepts Pre-Offer
  - HR will send the candidate an e-invite to complete the background check request process.
3. Create **"Hiring Proposal/Request To Offer"** in People Admin online system. Must have **Applicant Reviewer** user access in system.
  - **Select the chosen candidate** - View their application. Place a check mark in front of their name & click on name.
  - Click **"Take Action on Application"** (upper right hand side of screen)
  - Select **"Recommended for Hire"**
  - The **"Start Request to Offer"** option will be added
  - Select **"Start Request to Offer"** and complete necessary fields.
  - Select **"Take Action on Hiring Proposal"** Forward the proposal on to appropriate hiring authority, all the way up to HR.
  - Refer to the Workflow Process for correct routing information <https://www.ndsu.edu/fileadmin/hr/pa/Workflow.pdf>.
    - HR emails Candidate the Pre-employment Paperwork (I9 and Employee Information Sheet) after Criminal Background returns clear. This must be completed before the Request to Offer will be approved.
    - HR notifies Dept after candidate returns Pre-employment paperwork.

4. The Formal Offer can only be made after:
  - Criminal background check has been returned to HR
  - Request to Offer is complete at all levels
  - Candidate has returned the 2 Pre-hire forms (I9 and Employee Information Sheet)
5. Extend Formal Offer to candidate and confirm start date and salary
6. Provide Recruiter with start date and salary of new hire
  - *If salary is renegotiated after the request has been fully approved, additional approvals must be obtained prior to extending the official offer & the request to offer must be re-routed through the system.*
  - *HR sends "New Employee Onboarding paperwork" to the Dept. and updates Final Request to Offer.*
7. Notify all "Interviewed Candidates" of their non-selection via phone call or letter.
  - *HR Notifies other candidates not selected for interviews via People Admin that the position has been filled. HR will notify non-selected North Dakota Veterans by certified mail to meet required regulations.*
  - *Send applicant files to the Human Resource office.*
8. If new hire is internal, send completed Form 101 to Human Resources [www.ndsu.edu/hr/forms](http://www.ndsu.edu/hr/forms)
  - If new hire is external - the Hiring Proposal (Request to Offer) will act as the hiring Form 100
9. Send signed Position Description by new employee to Human Resources, SGC, 1919 N University Dr., Ste H102.

**FOR MORE INFORMATION ON RECRUITMENT:** [https://www.ndsu.edu/hr/mgrtoolbox/recruiting\\_and\\_hiring\\_resources/](https://www.ndsu.edu/hr/mgrtoolbox/recruiting_and_hiring_resources/)

**TO ACCESS RELATED HR FORMS:** [www.ndsu.edu/hr/forms](http://www.ndsu.edu/hr/forms)

**JOB RELATED INTERVIEW QUESTION EXAMPLES:** [https://www.ndsu.edu/hr/admintoolbox/recruiting\\_and\\_hiring\\_resources/interview/](https://www.ndsu.edu/hr/admintoolbox/recruiting_and_hiring_resources/interview/)  
This may assist you in creating questions for each *appropriate* advertised qualification. Send a list of proposed interview questions to your Recruiter for review prior to interviewing. For assistance in writing questions for compliance with employment laws and to determine the best matched candidate, contact HR.

**\*For compliance with Americans with Disabilities Act (ADA) and other employment laws.**

These procedures have been established to comply with NDUS equal opportunity policy. North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for all individuals without regard to age, color, disability, gender identity, marital status, national origin, public assistance status, sex, sexual orientation, status as a U.S. veteran, race, religion, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

North Dakota State University (NDSU) is fully committed to equal opportunity in its employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and regulations and in furtherance of appropriate affirmative action efforts. NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND 58108, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).