# HIRING PROCEDURES FOR FACULTY, EXEMPT AND NON-EXEMPT POSITIONS

I) **INITIATING THE SEARCH PROCESS**

    a. Contact your Vice President for approval to fill the position.

    b. Review, revise, or develop a Position Description in the **Applicant Tracking System** (ATS). The classification/reclassification process has changed and email copies will not be accepted. Please **click here** for instructions.

    c. Submit your Position Request through the **Applicant Tracking System**. **Click here** for instructions on how to create a faculty request, and **click here** for instructions to create an exempt or non-exempt position request.

    d. Exempt staff positions will be posted between the minimum and 1$^{st}$ quartile of the approved salary range.
Non Exempt staff positions will be posted at the minimum of the approved hourly wage. For more information regarding the Salary Structure please **click here**. For details regarding the Salary Administrative Guidelines please **click here**.

    e. Provide advertising plans and search committee members' information with your position request on the Advertisement and Search Committee Tabs in ATS.

    f. For Faculty and Exempt staff positions, if you need advice or have questions regarding your advertising plans and the Search Committee composition, please contact Human Resources. A diverse search committee is recommended. A search committee is required for faculty searches and exempt positions pay grade 12 and above. For pay grade 11 and below, a search committee is not required but preferred.

II) **Applicant Pool Review**

    a. The HR Generalist will begin reviewing applicants for Faculty and Exempt staff positions 5 working days from the position posting date. The review of non-exempt staff positions will begin after 10 business days.

    b. To view applicants, login to the **Applicant Tracking System,** the background should be blue. The search manager or search committee member will login with their sycamore login password. Please follow instructions below in order to change your user type.

        i. Change user type to "Search Manager", via the drop down box on the right hand side of the screen. You will then click the half circle to right of the drop down to update your user type. You will receive a green banner at the top of your screen indicating that the change was successful.

        ii. Change user type to "Search Committee Member", via the drop down box on the right hand side of the screen. You will then click the half circle to right of the drop down to update your user type. You will receive a green banner at the top of your screen indicating that the change was successful.

    c. The Search Manager or Search Committee Member will go to "Postings" at the top of the screen and select "Faculty" or "Staff", depending on the posting. This action will redirect you to a page detailing all of the postings which can be accessed by the user.

    **d.** The Search Manager at the recommendation of the search committee must rank all applicants into "Highly Qualified", "Well Qualified", or "Minimally Qualified" and provide comments in the **Applicant Tracking System.**

      i. In order to complete this task, the Search Manager must complete the Evaluative Criteria. Please click on the applicants tab within the posting, and then click on the large "Actions" button. Within the drop down, please select "Evaluate Applicants". The search manager will be directed to another page where you can complete the evaluative criteria for each applicant and click "Save".

      ii. Once the evaluative criterion is completed, the Search Manager will select the candidates that the committee would like to interview. Please find the candidates that you would like to interview by checking the box adjacent to their name. Find the large "Actions" button and select "Move in Workflow", please **click here** for instructions on how to "Bulk-Move in Workflow". The search manager has the option of moving applicants to "Recommend for Phone Interview" and "Recommend for On-Campus Interview" and click "Save Changes".

      iii. An automatic email will be sent to Human Resources to indicate that applicants need to be approved to interview. Human Resources will review the evaluative criteria and provide approval if information is satisfactory. The Search Manager can only proceed with interviews once he/she has received an approval email. Please follow the same process should there be a need to add more candidates to the interview process.

**III)**    **The Interviewing Process**

a. If you are conducting a phone or skype interview, please submit your **Candidate Telephone or On Campus Interview Summary** to Human Resources and change the status to "Recommend for On-Campus Interview" in the **Applicant Tracking System**. Human Resources will review the summaries and approve for on-campus interview.

b. After Human Resources approval, it is the department's responsibility to arrange travel for the candidates approved for interview, if applicable. Please refer to the **Travel Guide**.

c. The Search Manager or Search Committee Member will complete the **Candidate Telephone or On Campus Interview Summary** form during the interviewing process. A form will need to be completed for each interviewed candidate. Please refer to the **Interviewing Guidelines** for more information. Please submit the completed on campus interview summaries to Human Resources.

d. After on campus interviews are completed, change the status of the candidates interviewed to either "Interviewed" or "Interviewed, Not Selected". Please **click here** to learn how to "Bulk-Move in Workflow".

**IV)**    **The Use of References**

Please note: A minimum of three references must be checked and **Candidate Reference Summary** forms

a. References can be used as a screening tool during the interview process.

b. References must be completed for the final candidate.

c. Please submit a minimum of three **Candidate Reference Summary** forms to Human Resources.

**V)**    **Hiring Proposal**

a. The Search Manager will start the Hiring Proposal with the supporting documents for the selected candidate and forward to the appropriate administrative approval.

b. If you propose to hire and Exempt staff above the $1^{st}$ quartile of the salary range, please contact the Compensation and Records Director at 812-237-4114, prior to submitting the Hiring Proposal to Human Resources. Please **click here** to learn how to create a hiring proposal.

c. The verbal and/or written job offer will be extended after Human Resources review and approval is complete.

**VI)     Conclusion of Search**

Once the offer is made and the acceptance letter is returned, the search manager will change the status of the candidates not selected for position to "Not Selected-Email when posting is filled" or "Interviewed, Not Selected" and provide an appropriate rationale in the **Applicant Tracking System**.