Albany State University

Recruiting & Hiring 101: What You Need to Know

<u>Request To Advertise: Submitting for Signature Approval</u>

1. **Documents To Complete:**
   - Critical Hire Form
   - Questions To Advertise and Hire – Section 1.
2. **Documents to Gather:**
   - Organizational Chart
   - Copy of the Grant for Grant positions (if applicable)
   - Position Description
3. Send the documents that you completed and gathered through your signature approval chain (i.e. Chair, Dean, VP/Director, Provost). The last signature approver should forward the documents to Budget.
4. Budget will review the position to validate that funding is available; thereafter, Budget will forward to HR.
5. HR will review your advertising request with the ASU Critical Hire Team.
6. **Next Steps:**
   a. **Approval**: HR will notify the hiring manager of the approval to advertise and advise the hiring manager to create the position description in PeopleAdmin. This will be used by HR to create the job posting.
   b. **Disapproval:** If the request to advertise is not approved, HR will notify the hiring manager that the advertising request was not approved and provide the reason(s) for disapproval.

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Posting of Approved Jobs

1. HR posts the job on the ASU Careers Webpage and the selected external websites and publications.
   - The hiring department is responsible for costs associated with external websites and publications.
2. When the job is posted, HR will send an email to the hiring manager advising of the posting and provide a Qualification Checklist, that is based on the minimum and preferred requirements outlined in the position description. The Qualification Checklist should be utilized to screen applicants for the minimum qualifications before inviting for an interview. **Only qualified applicants should be interviewed.**

Interviewing: The Basics

1. Using the Qualification Checklist, identify the applicants that meet the requirements.
2. From the qualified applicant pool, select a minimum of 3 qualified candidates to interview.
   a. If you do not have a sufficient applicant pool to interview, there are two (2) options:
      i. Interview the available qualified applicant pool OR
      ii. Contact HR to assess if the job posting needs to be revised and/or additional advertising would be appropriate.
3. Coordinate and conduct interviews.
4. Update the applicant status for your applicant pool in PeopleAdmin.
5. Complete the Interview Summary Form.

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Request to Hire

1. Complete the Questions To Advertise and Hire document
   a. If a new hire, complete only Section 2.
   b. If a current ASU employee, complete sections 2 and 4.
   c. If a rehire, complete Sections 2 and 3.
2. Submit to Human Resources the following completed documents at hrasurams@asu.edu:
   a. Interview Summary Form
   b. Questions to Advertise and Hire

The subject line email should state "Critical Hire – Request to Hire"

3. HR will review submitted documents and utilize the Qualification Checklist to assess the credentials of the selected applicant hire.
   a. **Selected Applicant Qualified:** HR will submit the request to Hire to the ASU Critical Hire Team for final review and approval.
   b. **Selected Applicant Not Qualified:** HR will contact the hiring manager to advise that the selected applicant does not meet the stated minimum requirements and inquire if there is supplemental information that can be provided to assess if they are qualified. If not, HR will advise the hiring manager that the selected candidate is unqualified and cannot be hired for the role. The hiring proposal will be cancelled.
4. **Next Steps:**
   a. **Approval**: HR will notify the hiring manager of the approval to hire and proceed with making a contingent job offer.

      A background check will be completed on new hires and rehires separated greater than 1 year.

   b. **Disapproval:** HR will notify the hiring manager that the hiring request was not approved and provide the reason(s) for disapproval.

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Job Offer Process: Making The Job Offer

1. **Making the job offer:**
   a. **Staff:** HR will extend the offer and send out the offer letter for Staff hires.
   b. **Faculty:** Upon notification from HR that the hiring proposal has been approved, Academic Affairs will extend job offers and send the offer letter to all Faculty hires.
2. **Applicant Accepts Offer:** When the applicant verbally accepts the job offer, the new hire packet is sent by HR to the applicant and a background check is initiated.
   a. **Successful Background Check:** HR will notify the hiring manager of the successful completion of the background check and confirm the start date of the new employee.
   b. **Unsuccessful Background Check:** HR will notify the hiring manager of the unsuccessful background check and initiate the Pre-Adverse Notification Process to provide an opportunity for the applicant to provide a response to the unsuccessful background check. Any information received will be assessed and if sufficient, the hiring manager will be advised that a job offer can be extended. If not sufficient, the hiring manager will be advised that a job offer cannot be made.