Staff Employment Process

The purpose of this document is to provide you and your department guidelines in the hiring and recruitment process for ***benefit-eligible staff positions***. Your adherence to these guidelines will help ensure that the University of Dayton's employment process is consistent and applied uniformly.

I. Initiating the Process

A. Pre-search Meeting:

To begin the process, the hiring manager should schedule a pre-search meeting to discuss the composition of the position description, search process and best practices prior to posting, as well as to address any questions/concerns. The meeting is required for the hiring manager and recommended for search committee chairs. Please plan to schedule this meeting at least two weeks prior to posting.

- This meeting is required for all benefit-eligible staff positions graded "B" level and higher, or UDRI vacancies that are graded "A2" or "P3" and higher. Although not required, a pre-search meeting is recommended for exempt level staff positions.
- The hiring manager should arrange the pre-search meeting prior to posting with Patsy Bernal-Olson, Associate University Counsel/Affirmative Action Officer and Amy Tanaka, Employment Manager.
- The hiring manager should bring copies of the draft position description to the meeting.
- A search committee is recommended for manager/professional searches. (See more information on **Staff Search Committees**).

II. Requisition Approval and Posting Process

A. Login to PageUp:

- To modify or create a new position description, login to PageUp's internal website at go.udayton.edu/employment
- Use your Network/Novell login to access the website.

B. Update the position description and obtain approvals:

- To create or modify a position description, please reference the "Creating Position Descriptions" instructions available on Human Resources website.
- Once you have created or modified the position description, please be sure to send it to the Department head/chair, Unit Budget and Dean/VP for approval in the PageUp system.
- Once the appropriate person(s) in the previous step have recorded their approvals in PageUp system, the position description will be sent by PageUp to the University Budget office and then to Human Resources for pay grade classification, FLSA status review, and HR approval.

- Once classified and approved, Compensation will send an email to the hiring manager and copy Staffing, alerting them that the position description has been approved and provide more information on the next step in the process. This email includes the position number and approved pay range.
- You may login to PageUp and click on the "approval" tile at any time to find out the status of your position during the approval process.

C. Request a Requisition/Posting

- Once the position description has been updated and approved, the hiring manager can request a posting. The user guided, "Creating a Job Requisition" will provide the steps to complete this task.
- Most information will pull from the position description into the requisition, but the manager should review the content, make necessary changes and complete the additional required fields including posting dates, advertising, etc...
- The requisition will then be sent to HR for approval and posting.
- HR/Staffing will make every effort to post within 48 hours of approval.
- Once the job has been posted, the hiring manager/ will receive an email from PageUp. This email will include information on how to access the applications.

III. Screening of Applications / Interview Process

A. Reviewing Applications:

- To view applicants in PageUp, click on "Requisitions" in the top right corner of the PageUp system. Click on the number of applicants to view the applications in the pool. For more information, please see the "Screening Applicants" user guide on Human Resources website.

B. Screening Applicants:

- As applicants apply, the search committee can login to PageUp and review applications/resumes. The search chair and committee members will be sent a link to view the applications. As you consider the applications, please do so based on the qualifications outlined in the job description.
- The hiring manager and search chair can change status of applicants to phone interview, in-person interview or no interview and proceed to scheduling interviews once the posting has closed or an "open until filled" posting has been posted for the minimum ten business days. Please note: You will no longer need to rate and request permission for interviews.

C. Interviewing:

- Ask only job-related questions and be consistent in the questions you ask all candidates.
  (See ***"What Not to Ask When Interviewing Candidates"***).
- Once you have conducted the requisite interviews and narrowed your applicant pool to the most qualified, the hiring manager and/or search chair should conduct reference checks on the finalist/s for the position.

(See information on ***Reference Check questions***.)
**All of these documents can be found in the Hiring Manager Toolkit on Human Resource's website:
http://www.udayton.edu/hr/employee_resources/hiring_manager_toolkit.php

D. Hiring Proposal:

- Once the final applicant has been identified, the hiring manager should login to PageUp and change the applicant status to ***"Recommend for hire."*** Then follow the instructions to complete the hiring proposal on Human Resource's website. Please view the "Creating a Hiring Proposal" user guide for more information.
- The hiring proposal will then be submitted by the hiring manager]to the Department head/chair, Dean/VP,and Human Resources.
- *Note: An implied or formal offer should not be extended until the hiring manager has been contacted directly by Human Resources and told that it is okay to proceed.*
- Please be sure all other applicants in the pool have a final status of no interview or interviewed and not selected.

IV. Offer / Onboarding

A. Verbal Offer:

- Once the Hiring proposal is approved by Human Resources, Staffing will notify the hiring manager that a verbal offer of employment can be extended to the finalist. A standard email will be sent to the hiring manager with next steps. For external candidates, this verbal offer should be given contingent upon receiving successful results from the background check. For more information on our background policy, please see HR's Policy and Procedure Handbook.

B. Offer Packet:

- Once a verbal acceptance is received from the new hire, the hiring manager should email Staffing confirming the salary and start date.
- The Office of Human Resources will then create the offer letter and provide it to the new hire along with new hire paperwork in the new employee onboarding portal.
- *The Office of Human Resources will need the following to process the hire prior to their start date.*
  1) clear background check (external new hires only)
  2) signed offer letter and
  3) new hire paperwork (external new hires only, unless internal hire would like to update his or her forms).
- Other applicants will be notified via email that the position is filled once we have received the three items listed above and process the new hire.

C. Electronic Personnel Action Form (ePAF):

- An ePAF will be automatically generated using the information that has been entered into PageUp. Once the hiring proposal is reviewed and approved by the hiring department and Human Resources, the ePAF will be generated for review and approval by Human Resources.
- Once the hiring process is complete, all search materials – including applicant matrix, interview questions, evaluations forms and any other documentation -- should be kept on file for two years by the hiring manager.

Questions? Please call The Department of Human Resources at (937) 229-2542