Employment Process for the University of Dayton Staff Positions

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; Jack Ling, Executive Director, Institutional Diversity and Inclusion; and Jennifer Duwel, Manager of Employment Services and Risk.
- The hiring manager should bring copies of the draft position description to the meeting. The search committee chair (if applicable) is encouraged to attend the pre-search meeting as well.
- A search committee is recommended for manager/professional searches. (See more information on **Staff Search Committee's**).

II. Requisition Approval and Posting Process

A. Login to PeopleAdmin:

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

B. Initiate the posting and obtaining approvals:

- To create or modify a position description, please reference the "Create/Modify a position description" instructions available on Human Resources website: http://www.udayton.edu/hr/employee_resources/hiring_manager_toolkit.php
- Once you have created or modified the position description, please be sure to send it to the Department head/chair and/or Dean/VP level for approval in the PeopleAdmin system.

- Once the appropriate person(s) in the previous step have recorded their approvals in PeopleAdmin, the position description will be sent by PeopleAdmin to Human Resources for pay grade classification, FLSA status review, and HR approval. This HR review/approval happens before the position is posted.
- You may login to PeopleAdmin and go to the "watch list" at any time to find out the status of your position during the approval process.
- Once the job has been posted, the hiring manager/ will receive an email from PeopleAdmin. This email will include information on how to access the applications, guest user login information for your search committee, and a direct link for potential applicants.

III. Screening of Applications / Interview Process

A. Reviewing Applications:

- To view applicants in PeopleAdmin, login to the "Applicant Tracking" module (blue header) and click on "Postings" at the top of the page and then select "Staff" from the drop-down menu. You can use the search bar at the top of page to search for your posting. Click on the job title to open the posting.
- Once the posting opens, click on the "Applicants" tab to view the applicants that have applied for the posting.

B. Screening Applicants:

- As applicants apply, the hiring manager and/or the search committee can login to PeopleAdmin and review applications/resumes. As you consider the applications, please do so based on the qualifications outlined in the job description.
- Before conducting interviews, the hiring manager and/or search committee must login to PeopleAdmin to assign all applicants a rating and change their status to reflect the action you would like to take (i.e., "Request permission for a phone interview," "Not interviewed," etc.).
- Once the step of assigning ratings and changing statuses is complete, please contact the Office of Affirmative Action at 937-229-4211 or AA@udayton.edu to let them know to review the pool. The hiring manager will be contacted by the Office of Affirmative Action when the pool is approved and interviews can be scheduled.
- For instructions on how to view, rate and change status of the applicant in the pool, please reference the "Screening Applicants" instructions on Human Resources website: http://www.udayton.edu/hr/employee_resources/hiring_manager_toolkit.php

C. Interviewing:

- Note that you must interview every candidate that is rated a "1." Generally, for applicants rated lower than a "1," all applicants in a particular rating group must be interviewed as well. (That is, if you wish to interview some of the "2" candidates, you should plan to interview all 2's unless you can distinguish, based on the job description, why some 2's are stronger than others.)

- 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 determined the best candidates, the hiring manager and/or search chair should conduct reference checks on the finalists for the position.
  (See information on ***Reference Check questions***.)
  **Both 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 PeopleAdmin and change the applicant status to ***"Recommend for hire."*** Then follow the instructions to complete the hiring proposal on Human Resource's website:
  http://www.udayton.edu/hr/employee_resources/hiring_manager_toolkit.php
- The hiring proposal will then be submitted by the hiring manager**]**to the Department head/chair, Dean/VP, Office of Affirmative Action and finally 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.*

IV. Offer / Onboarding

A. Verbal Offer:

- Once the Hiring proposal is approved by Human Resources, Human Resources will notify the hiring manager that a verbal offer of employment can be extended to the finalist. 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 the Employment Manager confirming the salary and start date.
- The Office of Human Resources will then email the offer letter and new hire checklist, including a link to the new hire paperwork, to the potential new hire.
- *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.

C. Electronic Personnel Action Form (ePAF):

- THE HIRING MANAGER WILL NO LONGER NEED TO SUBMIT A PAPER PAF FORM TO HUMAN RESOURCES for positions posted in PeopleAdmin.
- Instead, an ePAF will be automatically generated using the information that has been entered into PeopleAdmin. Once the hiring proposal is reviewed and approved by the hiring department, Dean/VP, Affirmative Action 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 or the Office of Compliance and Affirmative Action at (937) 229-4211.