

## **Phase I**

### **Position Creation & Candidate Evaluation**

#### **1. New Job Titles & Codes**

- a. If the position is a new title for the University, Human Resources (ECC-Employment) must get approval from the State Universities Civil Service System (SUCSS).
- b. Human Resources will email the Director of Institutional Research to create a job title and codes for Banner.
- c. After the codes are created, the Assistant Director of Equal Opportunity, Access, and Title IX Coordination approves the codes.

#### **2. Creation or editing of PDQ**

- a. Hiring manager creates/reviews PDQ to ensure it is up to date.
- b. [Equity Consultants](#)\* invited into hiring process at this step to ensure equity.  
\* Required for all tenure-track and nontenure-track faculty and director or higher staff positions. Voluntary for all lower-level staff positions.

#### **3. SPA Process**

- a. Hiring Manager completes draft SPA request to their Vice Chancellor.
- b. Once the Vice Chancellor approves the request, the Hiring Manager submits [Strategic Position Alignment \(SPA\) request](#).
  - i. Hiring Manager for staff positions gets approval from Chancellor's Council Planning.
- c. The Budget Director in the Office of the Chancellor emails approved positions to Human Resources for approval and posting.
- d. Grant-Funded Positions do not go through SPA process. Instead, a SPA Exempt Request form and PDQ are sent to HR.

#### **4. Posting Positions**

- a. HR reviews PDQ, SPA Supplemental form, New Hire Position Report, and Banner Feed Report. Classification and salary are determined by hiring department and ECC in Human Resources.
- b. Position is entered into NEOED (Faculty are posted directly to HR website).
  - i. Department reviews and approves posting.
  - ii. Posting goes live on SIUE website.
  - iii. Positions are also posted to:
    1. LinkedIn
    2. Indeed
    3. JobTargetOFCCP
    4. Women for Hire
    5. EmployDIVERSITY
    6. Job Opportunities for Disabled American Veterans
    7. disABLED Person
    8. MilitaryVetJobs.com
    9. Hire Heroes USA
    10. Rally Point

11. tapABILITY
  12. Disability Solutions
  13. African American Job Network
  14. Asian Job Network
  15. Disability Job Network
  16. Latino Job Network
  17. LGBT Job Network
  18. Retirement Job Network
  19. Veteran Job Network
  20. Womens Job Network
  21. MilitaryHire.com
  22. National Diversity Network OFCCP
  23. Illinois Job Link
  24. College Network Consortium (when applicable)
  25. Handshake (when applicable)
  26. Scott Air Force Base (when applicable)
  27. Hispanic Chamber of Commerce
- iv. It is recommended that the position be shared with any relevant professional organizations, local job boards, relevant community organizations, search committee members' networks, and social media, especially to those that advertise to diverse candidates. Recommendations on where to post can be found at <https://www.siue.edu/its/training/InclusiveHiringToolkit/resources/RecruitmentSources.pdf>. (Please note that expenses tied to posting on additional job boards are the responsibility of the department.)

## **5. Search Committee Formation**

- a. Recruiting for Diversity email sent by Human Resources to Hiring Manager as part of information shared when position is posted on SIUE website. The letter asks the hiring manager to do the following within one week of the posting:
  - i. Provide EOA with a summary of how they plan to increase the diversity of the candidate pool, including recruiting resources used.
  - ii. Provide EOA with the name, race, and gender of each member of the search committee.
  - iii. Ensure that members of the search committee have completed Search Committee Training in the past 2 years.
  - iv. Recommend that members review the Inclusive Hiring Toolkit.
  - v. If the position is director-level or higher or tenure-track/non-tenure-track faculty, contact the Equity Consultant Team.
  - vi. Submit a completed hiring justification at the conclusion of the search.
- b. Hiring Manager or Search Committee Chair confirms that Search Committee members have taken Search Committee Training within the past two years.
  - i. To access the training, log into Blackboard.
  - ii. In the ORG List, select EOA-And-Title IX.
  - iii. Select Search Committee Training.
  - iv. Complete the online program.
  - v. Send certificate of completion to Hiring Manager or Search Committee Chair.
- c. Hiring Manager creates Committee Charge, a letter to the search committee that outlines the position, expected skills/abilities for selected candidate to possess, a timeline for the

search committee to follow, and any other important information for the search committee to keep in mind through the process.

- d. Search Committee shares posting with their networks, helping create a diverse candidate pool.
- e. [Equity Consultant](#) is invited to the first meeting of the search committee. During that meeting, the Equity Consultant will share information about equitable hiring practices, including reviewing key points of the [Inclusive Hiring Toolkit Training](#) and the creation of a rubric for evaluating candidates and of interview questions.

## **6. Evaluating Candidates**

- a. Human Resources reviews Civil Service Applications for Qualifying and Testing.
- b. Human Resources sends Top 3 ranking scores to Hiring Manager (this can be more than 3 candidates if there are ties in scoring). All candidates must be interviewed.
- c. All search committee members must submit a [Search Committee Relationship Disclosure & Conflict of Interest Certification](#) and disclose whether they learn they have a potential conflict of interest with a candidate. The [Office of Equal Opportunity, Access, and Title IX Coordination](#) will review the disclosure and determine whether or not the committee members should refrain from attending the interview of the person with whom they have an established relationship.
- d. Search Committee interviews candidates.
  - i. In the event, a large pool of candidates is sent by Human Resources, the Search Committee can conduct a first-round screening process to narrow the candidate pool. First-round screenings can consist of phone interviews, video interviews, or a written response to a prompt or series of questions.
    - 1. If a first-round screening process is used, the Search Committee should create a rubric to score responses to the interviews to determine which candidates will move on to a second round.
  - ii. Interviews can be recorded if necessary. When recording interviews, the Search Committee Chair must get permission from the candidate to record the interview before recording begins.
  - iii. Recordings should only be shared with any missing search committee members (with the exception of those with a conflict of interest) or the Hiring Manager.
- e. Search Committee recommends the top-scoring candidates to Hiring Manager.
- f. Hiring Manager selects finalist and indicates a backup in the event the first-choice candidate declines the role.
- g. The Department should store all relevant documentation regarding the search process and selected candidate for three years.

## **Phase II**

### **Candidate Selection**

- 1. Department completes reference checks (minimum of 2).
- 2. If the candidate is international, the Hiring Manager must confirm that the candidate has authorization to work in the United States without sponsorship.
- 3. Hiring Manager creates a memo on official SIUE letterhead and signed and dated, stating that the selected candidate's pre-employment process is complete.

4. Hiring Manager completes [Hiring Justification](#) form, listing the selected candidate, as well as the next two top candidates, if applicable. The form is sent to Human Resources, along with interview notes and reference and employment history memo.
5. The Office of Equal Opportunity, Access, and Title IX Coordination reviews and approves Hiring Justification and memo.
6. Human Resources notifies the candidates who were not hired.
7. Employment verification of selected candidate is conducted by Human Resources.
8. Pre-Contingent Offer made to candidate.

### **Phase III**

#### **Background Check**

1. **HR completes the following:**
  - a. Background Check.
  - b. Drug Screen, if applicable.
  - c. Educational Requirement Check, if degree required.
    - i. The selected candidate should have the institution send official transcripts.

### **Phase IV**

#### **Final Documentation**

1. **Formal Offer made to candidate.**
  - a. New Hire Paperwork completed.
  - b. Job Process closed once start date is set.
  - c. Candidates who were not selected are notified by Human Resources.
2. **New Employee Tasks**
  - a. New Employee starts work.
  - b. New Employee completes Ethics Training within 30 days or at New Hire Orientation.
  - c. Supervisor is notified of Probationary Period for New Employee.
  - d. New Employee attends New Hire Orientation.