



Administrative and Professional Staff Search Process

DEFINING AND CREATING THE VACANCY

- The hiring manager contacts Human Resources to check the classification and currency of the position description for replacement vacancies; the hiring manager develops a position description for new positions and submits it to Human Resources for classification prior to creating a personnel requisition.
- Using the PeopleAdmin system, the hiring manager creates an electronic personnel requisition. Because this information feeds directly into the GSU web posting, care must be taken to be as complete and accurate as possible.
- Subsequent review and approvals by higher level administration and the budget office, as the personnel requisition moves electronically through the system, indicate agreement with the content of the personnel requisition, especially the description of the position, qualifications, salary level, and fund source(s).
- The hiring manager creates proposed advertising copy for use beyond the GSU web site posting.

SEARCH COMMITTEE

- The hiring manager selects a small, diverse search committee and appoints a chairperson or a chairperson is selected at the first meeting. This information is shared with the Diversity Officer.
- The hiring manager convenes the committee to give them their charge and a proposed timeline and budget. The Diversity Officer is present to review process and compliance.
- The search committee develops a meeting schedule.
- The search committee chair maintains the official documentation of the search, which should include copies of meeting minutes, copies of announcements/advertisements not placed by the Diversity Officer, copies of the screening criteria and interview criteria and the associated evaluation instruments, any raw data, and a list of the applicants with the reasons each was screened out.

RECRUITMENT PLAN

- The Diversity Officer coordinates the advertisement of administrative and professional vacancies in the Chronicle of Higher Education, Diverse Issues in Higher Education, and Hispanic Outlook giving the university's URL for on-line receipt of applications. This is normally accomplished through a display advertisement once or twice in the academic year. All searches require one, national, print-media advertisement.
- The search committee identifies other recruitment sources beyond those noted above. Such sources may include professional journals, listservs, conferences, and personal contacts. The committee may also seek nominations. These recommendations are forwarded to the hiring manager for review.

- The hiring manager works with the Diversity Officer to complete the advertising for the position. Free sources of advertising are encouraged and will be handled by the search committee. The committee may also wish to use recruitment sources listed on the Human Resources web site to supplement the advertising.
- IMPORTANT NOTE: All position advertisement and postings must refer applicants to employment.govst.edu to make application. Accept no paper application materials.

APPLICATION PROCESSING

- The search committee develops “status update” letters to be sent to the applicants if the search process extends longer than eight weeks. These letters are in addition to the system-generated emails of confirmation and promote a positive relationship with the applicants. (See Sample Letters.)
- The search committee develops letters addressed to those who interview and are not selected expressing the university’s appreciation for their time and effort in visiting our campus. (See Sample Letters.)
- The search committee develops criteria for screening applicants and a screening method/instrument. The committee will develop interview questions and an evaluation instrument. (See Sample Evaluation Documents.)
- After the Diversity Officer has reviewed the screening criteria and instruments, the search committee receives a “guest user” login and password to access the applicants and begin their review.
- The search committee, after reviewing applications and applying the criteria, provides a list of those applicants recommended for interview to the hiring manager.

INTERVIEWING

- With the approval of the hiring manager, the search committee arranges and conducts the interviews using the criteria and instruments developed earlier in the process. The interview schedule includes the search committee, hiring manager, dean, and any other appropriate persons. In the case of division or department chairs, the Provost wants to be included in the interview schedule. (See “Tips for Conducting the Interview” and “Search Travel Arrangements” at <http://www.govst.edu/hr>)
- The search committee will refer candidates to Human Resources for questions about benefits or to the division/department chair or dean for salary information.
- The search committee submits an unranked list of the candidates interviewed with a narrative of strengths and weaknesses for each candidate, along with the search documentation, to the hiring manager.

CONCLUDING THE SEARCH

- The hiring manager does background and reference checks. (Note suggested format for “Applicant Reference Check”.)
- If there is an acceptable candidate among those recommended, the hiring manager recommends a final candidate to the unit head and a job offer is made by either the unit head or the hiring manager, whomever the unit head prefers.

- If the final candidate accepts the job offer and the salary is within the previously-approved amount, the unit head will notify, via email, Human Resources to send a professional staff contract to the final candidate. This email will include: name, approved title, salary, percent of appointment, position control number, and any other special terms or conditions of employment.
- The search committee chair submits all search documentation including raw data to the Diversity Officer.

NO SEARCH RESULTS

- Searches that result in no hire must be closed in consultation with the Diversity Officer; all search documentation is submitted to the Diversity Officer.
- Searches that result no hire, but instead an applicant is hired as temporary replacement in order to meet program need, will be closed in consultation with Human Resources. A new on-line, personnel requisition for the temporary replacement is created and approved; updated information is forwarded to Human Resources (see Bullet No. 3 under “Concluding the Search”) from which a professional staff contract will be issued.