



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

RECRUITING AND SELECTION PROCEDURES

All Requests to Fill/Advertise are created in the Online Employment System (OES) based on a position description. If a new staff position or faculty position is requested, the department requesting the position must send an updated position description to the Office of Human Resources who will create the Request to Fill/Advertise in the system. Once completed, the Request to Fill/Advertise will be sent to the department for approval. Once the Request to Fill has been approved at all levels, the Office of Human Resources (HR) will post the position as directed.

Posting and Advertising

All vacancies are posted on the OES for a minimum of seven days. The requesting department may designate the opening as a (1) Promotional Opportunity if it believes there may be current UNA employees who possess the required skills for the position. If the position is identified as a Promotional Opportunity, it will be posted only on the UNA Online Employment System and will be open only to UNA employees, or as a (2) Job Vacancy which is a posting open to any applicant, and is, at minimum, posted on the UNA Online Employment System, advertised in the Times Daily newspaper if requested, posted on the UNA Employment social media pages, and included on the UNA Email Digest. Faculty positions are typically designated as open until filled.

As part of the Request to Fill, the requesting party lists advertising sources and attaches any separate advertising copy items. Sources of advertising vary based on the level and scope of the vacant position. The University has unlimited contracts with the following advertising sources: Higherjobs.com, Insidehighered.com, and Diverse Issues in Higher Education. All faculty positions will be advertised in the aforementioned sources, and staff positions that are open for longer than seven days may also be posted in these sources. Upon receipt of the approved Request to Fill, HR posts and advertises the position as requested. The requesting department may also wish to list the position on various professional websites. These websites should be listed in the field provided for "other advertising sources" with a note to indicate how to list the position on each site.

Search Committees

The [Protocol for External Faculty/Staff Searches](#) states that all external searches must use a search committee. These committees should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. The names of search committee members must be provided to the Office of Human Resources at the time that a Request to Fill/Advertise is requested. For Faculty positions, refer to the Faculty Handbook for specific instructions regarding the role and composition of search committees.

Screening Applications

Applications for open positions are available immediately to the Hiring Manager and search committee through the Online Employment System. Applications are screened by the Online Employment System based on screening questions in each posting. These questions are added based on the minimum qualifications for each position. Desired qualifications may also be gauged using the screening questions but should not be used to disqualify applicants.

Reviewing/Recommending for Interview

Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with the DDIE and the Assistant Vice President for Human Resources (AVPHR) to explore additional ways of attracting a diverse pool of qualified candidates. All applications and supporting materials will be received and initially processed by the Online Employment System and will be immediately available via the OES to the search committee and DDIE. The committee members will review applications and supporting materials and

develop an initial ranking of candidates. The rankings should then be emailed to the HR Coordinator and the DDIE for initiation of interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways as is necessary to make a final selection. Interview approval is only required once.

Recommending a Candidate for Hire

To make a recommendation for hire, the search committee chair should complete the OES Search Summary Form and forward to the HR Recruiting and Reporting Manager and the DDIE. Once received, a hiring proposal will be initiated through the system. Once all levels have approved the hiring proposal, HR will initiate the employment offer paperwork and offer the candidate employment on the approval of the President.

Once a Hiring Proposal has been approved by all levels and sent to HR, HR will initiate a background check and create an employment letter for staff positions only. For Faculty positions, the VPAA's office will prepare the employment letter upon receipt of the Hiring Proposal from the DDIE. Once a faculty contract has been signed, HR will receive a copy and initiate a background check at that time.