

HRM-5 INSTRUCTIONS

HRM-5 is used to request and document recruitment for vacant salaried staff positions and for temporary hourly (non-student) positions, and to ensure that searches are conducted in compliance with Equal Opportunity and Affirmative Action Program reporting requirements.

PROCEDURES FOR THE RECRUITING DEPARTMENT

1. Complete HRM-5
 - a. Hourly (non-student) Positions: Forward HRM-5 and UPO-31 attached, to the Dean or Director and Vice President for signatures.
 - b. Regular Salaried Staff Positions: Forward HRM-5 and UPO-31 attached, to the Dean or Director and Vice President for signatures.
 - c. If a reclassification of the position, salary range, or overlap period is requested, forward a HRM-4 form with justifications to the Dean or Director and the appropriate Vice President.
2. If request is approved and forwarded to Human Resources, a hiring packet with recruitment instructions will be returned to the hiring department from Human Resources Employment.
3. Advertising for Vacant Staff Positions: All advertising for staff positions shall be either placed by or granted prior approval by the Employment Manager or a designated representative.
4. Conducting the Search Process:
 - a. It is the responsibility of the Hiring Department to manage the online receipt of applications for vacancies.
 - b. The department is responsible for all interview procedures and all relevant documentation shall be maintained in a **Search Process file**. Significant changes in procedure shall be reviewed with the Employment Manager prior to implementation.
 - c. All interview procedures shall be consistent with University policy and EEO/AA and ADA requirements. The department shall **prepare interview questions** relevant to bona fide occupational qualifications which will be maintained in the Search Process file in the department., and Hiring Representatives will contact HR Employment to review minimum qualifications of either a short list of candidates or the finalist(s) prior to an offer being extended.
 - d. When the selection decision is made, the department shall notify all other applicants.
 - e. The hiring official for the department is ultimately responsible for **the documentation regarding the reason(s) for non-selection of each applicant not selected** using the online application system. Candidates selected for interview should be documented in the most detail; however, ALL candidates referred but not selected must be documented in the online application system whether interviewed or not.
 - f. The department shall provide HR with original documentation of employment **references, a signed copy of the online application form, transcripts and applicable certifications** on the hired applicant. Refer to the hiring packet for additional information on these requirements and the employment reference form. (and HRM-6).
 - g. Attach the documentation to HRM-6 Appointment/Position Authorization Form authorizing the selected applicant, and forward to Human Resources Compensation for processing.
 - h. The department must **maintain the Search Process file** consisting of a copy of the HRM-5 s, interview questions, relevant correspondence or notes, and all reference/ transcript/ certification data in the department for a period of not less than 2 years from the time the position is filled.