

METROPOLITAN STATE UNIVERSITY REGULATIONS



Recruitment, Screening, and Selection for MSUAASF Positions

University Procedure #502

Section 1. Purpose Statement

The purpose of this procedure is to provide a process for the recruitment, screening and selection for Minnesota State University Association of Administrative Service Faculty (MSUAASF) positions. Consistent with University Policy #5020, this procedure establishes the steps to be followed when conducting a search for a position within the MSUAASF bargaining unit.

Section 2. Scope

This procedure shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans. This procedure is intended to address the recruitment, screening and selection for MSUAASF positions only. It does not address the MSUAASF classification and/or salary placement processes.

Section 3. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the Minnesota State Colleges & Universities (MnSCU) and Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and MnSCU Board policies.

Section 4. Effective Date

This university procedure becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 5. Responsibility

The responsibility for implementation of this procedure is assigned to hiring managers/supervisors, the Director of Human Resources and his/her designees in cooperation with the Director of Affirmative Action and his/her designees.

Section 6. Notification and Publication

The university shall inform all employees involved in the recruitment, screening and selection for MSUAASF positions of the established policy and procedure. The policy and procedure shall be available on the university portal, and be distributed all employees involved in the MSUAASF search process.

Section 7. Objective

This procedure sets forth the basic MSUAASF recruitment, screening, and selection steps and is designed to accomplish the following:

1. Recruit, select, and hire the most qualified candidates for MSUAASF positions;
2. Meet the university's commitment to affirmative action;
3. Create sufficient documentation of the university's selection decision-making with regard to each hire;
4. Comply with state and federal laws regarding affirmative action and equal employment opportunity;
5. Protect the university and those involved in the process from exposure to liability; and
6. Ensure all applicants fair and consistent treatment in the university's selection processes.

Section 8. Definitions

1. Position Request form: A Position Request form is submitted When a new position is to be established or a vacant position is requested to be filled.
2. Position description (PD): A document that defines a position's duties, responsibilities, working relationships, performance expectations, and the knowledge, skills, and abilities required to perform them.
3. Position Analysis Questionnaire (PAQ): A document that accompanies the PD for MSUAASF positions that assists in describing a position's duties, responsibilities, working relationships, and performance expectations.
4. President's Council (PC): The University's executive leadership team consisting of the President, Vice Presidents, Chief Human Resource Officer, and his/her Special Assistant/Director of Government Relations.
5. Recruitment Plan Form (RPF): A form that indicates the composition of the search committee, the recruitment and advertising plan, and the Affirmative Action goal(s), if any.
6. Notice of Vacancy (NOV): Also known as "job posting." The NOV outlines the minimum or required and desired qualifications for the position as described in the PD. The NOV is drafted by HR and the hiring manager/supervisor and provided to the search committee for comment and feedback before posting.
7. Office of Affirmative Action (OAA): The Director of Affirmative Action and his/her unit are responsible for all affirmative action compliance matters related to the screening and selection of candidates for MSUAASF bargaining unit positions.

8. Hiring manager/supervisor: The individual who has the authority to plan, direct, and monitor the work of the position.
9. Appointment Authorization Form: A form that must be completed by the search committee chair and hiring manager/supervisor and signed by the OAA, HR, and the President to finalize the hiring of the selected finalist.
10. Creditable Work Experience worksheet: A form that captures candidates' prior academic and non-academic employment and volunteer experience(s). The information is used to determine the candidate's salary placement.

Section 9. Initiating a national/regional search

1. Hiring manager/supervisor submits a copy of the PD/PAQ, current organizational chart, and Position Request form to the President's Council for permission to initiate a search.
2. PC approves/disapproves the request and returns it to the hiring manager/supervisor.
3. The hiring manager/supervisor designates the chair of the search committee.
4. The hiring manager/supervisor determines the composition of the search committee as follows:
 - The committee will be comprised of no fewer than three members.
 - At least one (1) search committee representative appointed by the local MSUAASF association;
 - Someone designated as providing administrative support to the search committee;
 - The committee members must reflect racial, ethnic, and gender diversity.
7. For the completion of Recruitment Plan Form (RPF), the hiring manager/supervisor determines:
 - Where any additional advertising will be done;
 - Budget implications of the additional advertising and candidate reimbursement
8. After consultation with HR, the hiring manager/supervisor completes the Recruitment Plan Form (RPF) and submits RPF and signed Position Request Form to HR.
9. HR reviews the RPF and discusses with the hiring manager/supervisor and search committee underutilization (if any) and diversity goals related to the filling of the position.
10. Hiring manager/supervisor and HR finalize the NOV and provide to search a committee chair for review and comment by the search committee. The minimum qualifications listed on the NOV are derived directly from the PD. The Search Committee Chair provides comments back to the hiring manager/supervisor.

Section 10. Exceptions to conducting a national/regional search

1. Limited Search: When the President determines it is in the best interest of the university, a vice president and his/her designee may determine to conduct a limited search for a MSUAASF position in accordance with the applicable provisions of the MSUAASF agreement. Such a search may be limited to posting the vacancy for university applicants only OR for university MSUAASF members only.

2. Fixed-term Appointments: In accordance with the MSUAASF agreement, fixed-term appointments may be filled without a search only when the recruitment and selection policy and procedure cannot be implemented due to time constraints (an emergency fill), to meet peak work demands, or for special projects. The hiring manager/supervisor must submit a justification to the President for his/her approval for such an appointment without a search.

Section 11. Recruitment

1. HR posts the NOV in accordance with the RPF.
2. HR provides search committee members with training on best practice, using the online applicant tracking system, confidentiality in the search process, roles and responsibilities of the parties involved in the search process, and any Affirmative Action considerations for the search process.
3. The committee develops the questions for interviews and reference checks using the sample questions provided by HR and submits the questions to HR for approval.

Section 12. Screening

1. HR will determine whether the pool of candidates contains a MSUAASF member who has either been noticed of layoff or is presently on the statewide layoff list; if it does, HR will consult with the hiring manager/supervisor and committee chair on next steps.
2. If the pool contains no MSUAASF member who has either been noticed of layoff or is presently on the statewide layoff list, HR notifies the committee when the pool of candidates is ready for committee review.
3. The committee screens applications for minimum qualifications. Applications not meeting minimum qualifications are excluded from further consideration.
4. The committee determines ratings for applicants in the pool of those who meet the minimum qualifications. Committee selects from the pool those qualified for an initial interview and submits the group of applicants to HR for Affirmative Action compliance.
5. HR either approves the pool for initial interviews or makes recommendations for the pool.
6. The committee conducts the initial interviews and submits semifinalist recommendations to the AAO for Affirmative Action compliance
7. The committee conducts reference checks for finalists' listed references.
8. Support staff person schedules on-campus interviews for those finalists with favorable references.
9. On-campus finalist interviews are conducted by the committee and hiring manager/supervisor.
10. All finalists are provided with a the "Release of Information" forms for signature.
11. All finalists are provided the Creditable Work Experience form and asked to return them to HR.
12. Hiring manager/supervisor conducts additional reference checks as needed.

Section 13. Selection

1. Committee reviews and collects all materials collected and generated during process, completes the Strengths & Weaknesses and Unclassified Appointment Authorization forms, and submits to hiring manager/supervisor.
2. Hiring manager/supervisor reviews Strengths & Weaknesses document and may request a meeting with the committee should s/he desire additional feedback from the committee on the finalists.
3. Hiring manager/supervisor makes decision on candidate to be hired. If the hiring manager/supervisor determines none of the finalists are acceptable for hire, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR and AAO declaring a failed search and why the search was failed.
4. Hiring manager/supervisor submits the Strengths & Weaknesses and the completed Unclassified Appointment Authorization (with its attachments) forms to HR.
5. HR routes aforementioned documents (and the NOV) to AAO and President for signature.
6. After receiving a fully executed Unclassified Appointment Authorization form from the President's Office, HR will contact the hiring manager/supervisor to review and discuss the candidate's Creditable Work Experience form and determine a salary offer for the candidate.
7. The hiring manager/supervisor extends the offer to the candidate.
8. If the candidate declines the offer and the hiring manager/supervisor does not wish to offer the position to any of the other finalists, the hiring manager/supervisor must contact HR to discuss and send an email confirmation to HR and AAO declaring a failed search and why the search was failed.

Section 14. Review

This procedure is subject to review on an annual basis, or as needed.

Section 15. Approval

Issued on this date: June 13, 2014



President

(Sue K. Hammersmith)