

## Non-exempt and Exempt Internal Recruiting Process – Working Document

- Dept. Head**  Discuss position responsibilities, level, urgency of need and reassignment or recruiting strategies with Associate Director
  - Assoc. Dir.**  If approved for recruitment, sets parameters for position description and search based on library budget and priorities
  - Supervisor**  Submits completed Position Funding Verification Form job posting, job posting approval and current/proposed position description to Associate Director (Any major changes on position descriptions should be highlighted for AD. Michele can provide old job posting for reference if available)
  - Assoc. Dir.**  Directs position description for classification review to Jo Bessler (ODL)
  - ODL**  Works with AD and HR to set or confirm classification, notifies AD
  - Assoc. Dir.**  Submits packet with approved position funding verification form, position description, job posting approval, and job posting to Michele for routing.
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- Adm Office**  Michele gives PFV to Kelly Koski for signature/approval
  - Adm Office**  Kelly returns PFV to Michele
  - Adm Office**  Michele places PFV and PD in search files.
  - Adm Office**  Michele sends ULON to all faculty and staff announcing position
  - Adm Office**  Michele posts job on bulletin board downstairs
  - Adm Office**  Michele faxes job posting to branch libraries
  - Adm Office**  Michele posts open position on Library website
  - Super/Adm**  Directs any interested candidates to fill out transfer request form and to return to Michele or hiring Supervisor
  - Adm Office**  Forward transfer requests to Supervisor
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- Supervisor**  Reviews applicants
- Supervisor**  Decide on candidates to interview
- Supervisor**  Calls and schedule interviews
- Supervisor**  Creates interview agenda if needed
- Supervisor**  Schedules interview room if needed
- Supervisor**  Performs interviews
- Supervisor**  Keep candidates informed
- Supervisor**  Narrow candidates down to top two or three
- Super/DH\***  Conduct second round of interviews if necessary
- HR/Sup**  Performs reference checks on final candidates
- Supervisor**  Solicit feedback
- DH**  Consult with AD about candidate offer

\* In instances where there are two possible people on a project, responsibility for the tasks should be clarified.

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- AD/ODL\***  AD will work with ODL to establish salary
  - DH**  Offer position to candidate (contingent upon pre-employment checks)
  - Super/AD\***  Work on offer negotiation if necessary
  - Supervisor**  Informs Michele and Kelly of hire information, such as name, start date and salary information
  - Supervisor**  Fills out Status Form Initiation Request and return to Michele
  - Adm Office**  Michele creates Status Form based on Status Form Initiation Request Form and sends to Human Resources
  - Adm Office**  Michele updates Ultratime
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- HR/SUP\***  Informs those applicants who were not interviewed that they did not get the position
  - Supervisor**  Contact in-house interviewed candidates by phone that they didn't get the position
  - Supervisor**  Arranges for worksite preparation
  - Supervisor**  Submits ULON announcing hire
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- Adm Office**  Follows up to ensure Status Form is in HR
- Adm Office**  Places search information into Search Binders
- Adm Office**  Enters search information into Recruiting Database
- Supervisor**  Ensures that Michele has all information for files
- Sup/Adm**  Once search is completed shred all remaining applications

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