

Non-exempt and Exempt External Recruiting Process -Working Document

<b>Dept. Head</b>	<input type="checkbox"/> Discusses position responsibilities, level, urgency of need, and reassignment or recruitment strategies with Associate Director
<b>Assoc. Dir.</b>	<input type="checkbox"/> If approved for recruitment, sets parameters for position description and search based on library budget and priorities
<b>Supervisor</b>	<input type="checkbox"/> Submits completed Position Funding Verification Form, job posting, job posting approval and current/proposed position description to Associate Director (Any major changes on position description should be highlighted for AD. Lisa Felix can provide old job posting for reference if available)
<b>Assoc. Dir</b>	<input type="checkbox"/> Directs position description for classification review to Jo Bessler (ODL)
<b>ODL</b>	<input type="checkbox"/> Works with AD and HR to set or confirm classification, notifies AD
<b>Assoc. Dir.</b>	<input type="checkbox"/> Submits packet with approved position funding verification form, position description, job posting approval, and job posting to Lisa for routing
<b>Adm Office</b>	<input type="checkbox"/> Lisa gives PFV to Kelly Koski for signature/approval
<b>Adm Office</b>	<input type="checkbox"/> Kelly returns PFV to Lisa Felix, puts PFV and PD in search file
<b>Adm Office</b>	<input type="checkbox"/> Lisa sends ULON announcing open Library position
<b>Adm Office</b>	<input type="checkbox"/> Lisa posts job on Library bulletin board downstairs
<b>Adm Office</b>	<input type="checkbox"/> Lisa faxes posting to branch libraries
<b>Adm Office</b>	<input type="checkbox"/> Lisa posts job on Library web page
<b>Adm Office</b>	<input type="checkbox"/> Lisa faxes Position Funding Verification, and e-mails job posting to HR
<b>Super/DH*</b>	<input type="checkbox"/> Determines interview strategy
<b>Super/HR*</b>	<input type="checkbox"/> Reviews/develops search strategy (HR can assist)
<b>Main HR</b>	<input type="checkbox"/> Posts position internally within ND (if approved)
<b>Main HR</b>	<input type="checkbox"/> Posts position externally (if approved, both ND external and/or other identified advertising)
<b>Main HR</b>	<input type="checkbox"/> Performs initial application screening
<b>Main HR</b>	<input type="checkbox"/> Forwards qualified applicants to supervisors as soon as they come in
<b>Supervisor</b>	<input type="checkbox"/> Supervisor reviews applicants
<b>Supervisor</b>	<input type="checkbox"/> Decides on candidates to interview
<b>Supervisor</b>	<input type="checkbox"/> Calls and schedules interviews
<b>Supervisor</b>	<input type="checkbox"/> Schedules interview room if necessary
<b>Supervisor</b>	<input type="checkbox"/> Creates interview agenda if needed
<b>Adm Office</b>	<input type="checkbox"/> Creates information packets if needed (HR can assist)
<b>Supervisor</b>	<input type="checkbox"/> Performs interviews
<b>Supervisor</b>	<input type="checkbox"/> Keeps candidates informed
<b>Supervisor</b>	<input type="checkbox"/> Narrows candidates down to top two or three
<b>Super/DH*</b>	<input type="checkbox"/> Conducts second round of interviews if necessary
<b>Sup/HR</b>	<input type="checkbox"/> Performs reference checks on final candidates
<b>Supervisor</b>	<input type="checkbox"/> Solicits feedback

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

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<b>DH</b>	<input type="checkbox"/> Consults with AD about candidate offer
<b>AD/ODL*</b> <b>DH</b>	<input type="checkbox"/> AD works with ODL to establish salary <input type="checkbox"/> Offers position to candidate (contingent upon pre-employment and background checks)
<b>Super/AD*</b> <b>Supervisor</b>	<input type="checkbox"/> Works on offer negotiation if necessary <input type="checkbox"/> Informs Lisa Felix of hire
<b>Sup/Adm*</b>	<input type="checkbox"/> E-mails/contacts HR with filled position, name, start date, and salary information, and list of rejected candidates.
<b>Main HR</b> <b>Main HR</b>	<input type="checkbox"/> Performs drug test, criminal records check, and sex offense check <input type="checkbox"/> After tests clear, informs remaining candidates of position being filled (typically do mailing)
<b>HR/Sup*</b> <b>Supervisor</b>	<input type="checkbox"/> Informs interviewed candidates who did not get the position <input type="checkbox"/> Contacts in-house interviewed candidates by phone that didn't get position
<b>Supervisor</b> <b>Adm Office</b>	<input type="checkbox"/> Fills out Status Form Initiation Request and return to Lisa Felix <input type="checkbox"/> Lisa Felix creates Status Form based on Status Form Initiation Request Form
<b>Adm Office</b>	<input type="checkbox"/> Lisa sends Status Form to Human Resources and files copy in personnel file
<b>Adm Office</b> <b>Main HR</b>	<input type="checkbox"/> Lisa gives any information to Michelle for Ultratime processing <input type="checkbox"/> Arranges for meeting with Mary Buday for paperwork and ID card (if new hire is local, try to set up meeting at least two working days prior to start)
<b>Main HR</b> <b>Main HR</b> <b>Sup/Adm*</b> <b>Supervisor</b>	<input type="checkbox"/> Arranges campus orientation <input type="checkbox"/> Submits information for NET ID (formerly AFS) <input type="checkbox"/> Arranges Library orientation and worksite preparation <input type="checkbox"/> Submits ULON announcing hire
<b>Adm Office</b> <b>Adm Office</b> <b>Adm Office</b> <b>Adm Office</b> <b>Adm Office</b> <b>Adm Office</b>	<input type="checkbox"/> Follows up with HR to ensure that employment tests have been run <input type="checkbox"/> Follows up to ensure Status Form is in HR <input type="checkbox"/> Follows up to ensure that Tax paperwork has been completed <input type="checkbox"/> Follows up to ensure that new hire has been scheduled for orientation <input type="checkbox"/> Follows up to ensure that computer/NET ID is set up <input type="checkbox"/> Follows up to ensure that employee has ID and parking pass <input type="checkbox"/> Creates employee file for administrative offices following the office files policy
<b>Adm Office</b> <b>Adm Office</b> <b>Supervisor</b> <b>Sup/Adm</b>	<input type="checkbox"/> Places search information into Search Binders <input type="checkbox"/> Enters search information into Recruiting Database <input type="checkbox"/> Ensures that Lisa has all information for files <input type="checkbox"/> Once search is completed, shreds all remaining applications

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