

Non-exempt and Exempt Internal Recruiting Process – Working Document

Dept. Head	<input type="checkbox"/> Discusses position responsibilities, level, urgency of need, and reassignment or recruitment strategies with Associate Director
Assoc. Dir.	<input type="checkbox"/> If approved for recruitment, sets parameters for position description and search based on library budget and priorities
Supervisor	<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 can provide old job posting for reference if available)
Assoc. Dir	<input type="checkbox"/> Directs position description for classification review to Jo Bessler (ODL)
ODL	<input type="checkbox"/> Works with AD and HR to set or confirm classification, notifies AD
Assoc. Dir.	<input type="checkbox"/> Submits packet with approved position funding verification form, position description, job posting approval, and job posting to Lisa for routing
Adm Office	<input type="checkbox"/> Lisa gives PFV to Kelly Koski for signature/approval
Adm Office	<input type="checkbox"/> Kelly returns PFV to Lisa Felix
Adm Office	<input type="checkbox"/> Lisa places PFV and PD in search files.
Adm Office	<input type="checkbox"/> Lisa sends ULON to all faculty and staff announcing position
Adm Office	<input type="checkbox"/> Lisa posts job posting on bulletin board downstairs
Adm Office	<input type="checkbox"/> Lisa faxes job posting to branch libraries
Adm Office	<input type="checkbox"/> Lisa posts open position on Library website
Super/Adm	<input type="checkbox"/> Directs any interested candidates to fill out transfer request form and to return to Lisa or hiring Supervisor
Adm Office	<input type="checkbox"/> Forwards transfer requests to Supervisor
Super/DH*	<input type="checkbox"/> Determines interview strategy
Supervisor	<input type="checkbox"/> Reviews applicants
Supervisor	<input type="checkbox"/> Decides on candidates to interview
Supervisor	<input type="checkbox"/> Calls and schedules interviews
Supervisor	<input type="checkbox"/> Creates interview agenda if needed
Supervisor	<input type="checkbox"/> Schedules interview room if needed
Supervisor	<input type="checkbox"/> Performs interviews
Supervisor	<input type="checkbox"/> Keeps candidates informed
Supervisor	<input type="checkbox"/> Narrows candidates down to top two or three
Super/DH*	<input type="checkbox"/> Conducts second round of interviews if necessary
HR/Sup	<input type="checkbox"/> Performs reference checks on final candidates
Supervisor	<input type="checkbox"/> Solicits feedback
DH	<input type="checkbox"/> Consults with AD about candidate offer
AD/ODL*	<input type="checkbox"/> AD works with ODL to establish salary
DH	<input type="checkbox"/> Offers position to candidate (contingent upon pre-employment checks)
Super/AD*	<input type="checkbox"/> Works on offer negotiation if necessary

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

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Supervisor	<input type="checkbox"/> Informs Lisa Felix and Kelly Koski of hire information, such as name, start date, and salary information
Supervisor	<input type="checkbox"/> Fills out Status Form Initiation Request and returns to Lisa Felix
Adm Office	<input type="checkbox"/> Lisa Felix creates Status Form based on Status Form Initiation Request Form and sends to Human Resources
Adm Office	<input type="checkbox"/> Lisa gives information to Michelle Stenberg for any Ultratime changes
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HR/Sup*	<input type="checkbox"/> Informs those applicants who were not interviewed that they did not get the position
Supervisor	<input type="checkbox"/> Contacts in-house interviewed candidates by phone that didn't get position
Supervisor	<input type="checkbox"/> Arranges for worksite preparation
Supervisor	<input type="checkbox"/> Submits ULON announcing hire
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Adm Office	<input type="checkbox"/> Follows up to ensure Status Form is in HR
Adm Office	<input type="checkbox"/> Places search information into Search Binders
Adm Office	<input type="checkbox"/> Enters search information into Recruiting Database
Supervisor	<input type="checkbox"/> Ensures that Lisa has all information for files
Sup/Adm	<input type="checkbox"/> Once search is completed, shreds all remaining applications

Contact information:

Lisa Felix – Coordinator, Office Services (Administrative Offices) 1-0921

Michelle Stenberg – Coordinator, Office Services (Administrative Offices) 1-3972

Jo Bessler- Organizational Development Librarian 1-6680

Kelly Koski – Director, Financial and Administrative Services 1- 6429

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