



MPP Recruitment & Selection Guidelines

<p>Step 1 Initiation/Needs Assessment: (Hiring Admin role & VP)</p>	<p>Hiring administrator will consult with appropriate managers/administrators whenever a new position is being sought or an existing position becomes vacant. For vacant positions, the department should discuss whether the position is still needed (e.g., can others absorb any or all of the position duties; are some/all of the duties no longer relevant or replaced by non-personnel methods such as technology; if the position is needed, do the duties need to be updated or otherwise changed?, etc.)</p>
<p>Step 2 Recruitment Planning (Hiring Admin role & HR)</p>	<p><u>Hiring administrator will work with</u> Human Resources Classification/Compensation Analyst in setting the appropriate classification & pay range. Hiring administrator (or support designee) will email the following:</p> <ol style="list-style-type: none"> 1. Department/unit organization chart; 2. Draft of a new or revised position description, to include primary qualifications/criteria desired by hiring administrator (classification purposes); 3. Current position funding and proposed MPP level/salary 4. Plans and timelines for the recruitment process.
<p>Step 3 Employment Request Approval: (Hiring Admin role, VP, CRC approval)</p>	<p>Hiring administrator will prepare and submit hard copy Staff/Management Employment Request (SMER) approved by division VP, justification memo to the Central Review Committee (CRC), organization chart displaying position, and final signed position description to Human Resources. HR will present completed request packet to the Central Review Committee.</p>
<p>Step 4 Posting/Job Announcement</p>	<p>Hiring administrator will prepare proposed job announcement and email to HR (vtaylor@csustan.edu) for review and posting by HR office (template available upon request). Job announcement content should be taken from final job description. Identify sources for diverse outreach and advertising of recruitment, work with HR to publish job announcement/advertisements.</p>
<p>Step 5 Search Committee Composition: (Hiring Admin role)</p>	<p>Hiring administrator will identify, in consultation with appointing administrator (Vice President, Faculty Affairs & Human Resources), the search committee composition -- refer to Management Recruitment Policy, search committee section. (https://www.csustan.edu/hr/employment-services/recruitment-employment-transaction-services) The Hiring Authority/Administrator shall not be a member of the Search Committee.</p>
<p>Step 6 Initial Search Committee Meeting: (Hiring Admin role)</p>	<p>Hiring administrator schedules initial meeting with search committee and HR representative to:</p> <ol style="list-style-type: none"> 1. Discuss confidentiality requirements throughout the process; 2. Inform the committee regarding staff support (includes sending acknowledgment letters to applicants; coordinating travel arrangements for candidates, etc.); 3. Distribute the previously approved detailed job description; 4. Distribute job announcement; states applications are to be submitted electronically or via fax to Human Resources. 5. Distribute sample interview and reference check questions; 6. Inform committee that applicant logs will be maintained and updated weekly (or as needed), with copies sent electronically to the committee and hiring administrator.
<p>Step 7 Applications Received (HR)</p>	<p>HR will log, pre-screen and forward applications that meet minimum qualifications electronically to committee members. Applicant log will be maintained and updated weekly (or as needed), with copies sent electronically to the committee and hiring administrator. A member of the search committee may join HR in the initial screening process with final decisions made by the HR Office.</p>
<p>Step 8 Applications Screened (Search Committee)</p>	<p>The Search Committee will review and discuss applications in the pool that were forwarded by the HR Office, and complete Applicant Screening Form prepared by HR. If additional information or clarification is needed of short list candidates, a specific deadline for response will be established. Select/identify the best qualified candidates from the pool based on qualifications and experience demonstrated in application/CV packet.</p>

<p>Step 9 First Level Candidate Screening Reference Checks: (Search Committee Chair/Committee role)</p>	<p>(Note: This step is optional at this point and shall be determined to be necessary by the hiring administrator.)</p> <ol style="list-style-type: none"> 1. If screening reference checks are required by hiring administrator, search committee chair will notify HR of candidates for whom “extensive reference checks” will be conducted (both on and off the lists provided by applicants). 2. Wait for HR confirmation that required authorization forms have been received by candidates before proceeding with reference checks. 3. Prepare reference check questions, or use the pre-approved HR template. (Questions should assist in verification of qualifications critical to the position and experience demonstrated by the candidate in the application packet.) 4. Committee chair may make reference check assignments to individual members. The chair sets the deadline for completion of reference checks. (Pre-approved reference check questions or HR template will be used.)
<p>Step 10 Candidate Interviews: (Committee role)</p>	<ol style="list-style-type: none"> 1. Search committee reconvenes to review reference check results and makes selection for campus visits (3-4 final candidates); 2. The Committee chair (or designee) contacts the candidates to confirm their continued interest, invites candidates for interview, work out the travel details and campus visit schedule or arranges for video conferencing. 3. Committee chair or support person may make arrangements for candidates to meet with other officials on campus, including open/closed forums, when appropriate. For some MPP positions that have a lot of exposure or contact on campus or to the community or with multiple constituents across campus, the hiring administrator may discuss with the HR Office the possibility of having open forums for the campus community, or limited personnel. HR will advise regarding getting evaluations from forum attendees. 4. Interview candidates on campus or via video conference. 5. Interview questions and associated ratings criteria will be based on the position and qualifications as set out in the job description and announcement. Committee will make notes and score interviewed candidates. 6. Committee chair notifies HR of candidates being interviewed. HR will send supplemental Conviction Disclosure Form to candidates.
<p>Step 11 Committee Assessment: (Committee Chair role)</p>	<p>After the campus visits, the Search Committee meets with hiring administrator and HR representative (as needed) to:</p> <ol style="list-style-type: none"> 1. Share any comments/feed back provided by various constituent groups/individuals; and, 2. Review and provide a final written summary of each candidate’s strengths and deficiencies.
<p>Step 12 Committee Recommendation</p>	<p>Search committee chair collects all application screening forms, interview notes, interview ratings (and any forum evaluations, as applicable), any completed reference check documentation (if applicable), and submits these to the hiring administrator, along with a written memo of committee’s recommendation (cc: Human Resources).</p>
<p>Step 13 Final Review (Hiring Administrator)</p>	<p>At this point, the search is turned over to the hiring administrator, who will review recruitment materials and committee’s recommendation memo. Hiring administrator will conduct interviews on campus or via video conference, and will use pre-selected questions and score according to pre-selected criteria.</p>
<p>Step 14 Background Checks</p>	<ol style="list-style-type: none"> 1. Upon final selection, hiring administrator will notify HR that finalist has been identified and will wait for HR confirmation that finalist authorization has been received before proceeding with professional reference checks. 2. For current, on-campus employees being considered for the position, the review of performance evaluations in the official personnel file is required as part of the reference checking process. 3. HR will initiate all required background checks.

<p>Step 15 Offer & Announcement: (Hiring Admin role)</p>	<ol style="list-style-type: none"> 1. Prior to making a verbal job offer to the selected finalist, the hiring administrator will consult with division VP and appointing administrator (HR), and deliver all recruitment materials, including final selection to HR. 2. Consult with HR regarding salary, benefits, moving allowance, start date, vacation carryover, etc., prior to making a verbal job offer. (Note: If the initial salary offer is not accepted, the hiring administrator will inform the appropriate administrator and HR to seek further direction, rather than engaging in salary negotiations.) 3. Upon approval from HR, contact finalist with contingent verbal offer. (PLEASE NOTE: All offers are contingent upon the successful completion of all required background check components. Finalist may not begin work until final confirmation is received from HR that all background checks have been successfully completed.) 4. Upon receiving verbal acceptance from the finalist, email Human Resources to confirm the acceptance, salary, and proposed start date. 5. Once background checks have been successfully completed, HR will notify the hiring administrator.. The official offer letter will be prepared by HR after all final details have been agreed upon and sent to finalist. An appropriate campus announcement will be sent out by the (hiring administrator/appointing authority/President).
<p>Step 16 Closing out the Recruitment Process: (Committee Support Staff role)</p>	<p>The committee support staff designee will send letters of regret to all applicants after the final offer has been made and accepted.</p> <p>HR keeps all official recruitment records for five years, per Chancellor’s Office Records Retention Policy.</p>

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