

Hiring Checklist for Campus Facilities Positions (Detailed)

Internal Candidates

Posting Process:

- ▶ Review Job Description and make any necessary updates/changes. If significant changes are made to the duties and responsibilities of the position and/or position requirements, the job description must be evaluated to determine appropriate Grade Level.
- ▶ Complete and submit a signed Authorization to Begin Recruitment Form to Employment & Compensation Services (ECS), Wickes 373.
- ▶ All positions will be posted on the ECS website and in custodial break rooms and will be open only to support staff members for five working days.

Screening/Interviewing Process:

- ▶ Receive Application(s)/Bid sheets from ECS. If there are no internal candidates, refer to the **External Posting Process** section below. If the position is being filled internally by Best Qualified, see **Best Qualified** section below.
- ▶ Complete Applicant Screening Sheet for each internal candidate, indicating whether the candidate meets or does not meet the position requirements and any comments.

Selection:

- ▶ Per Article 18.500 of the Support Staff Association contract, "For employees of the Plant/Business Services Division, the selection of the applicant shall be the most senior employee applying for the position who meets the minimum requirements."

Completion of Hiring Process:

- ▶ Complete an HR Action form for the selected candidate including start date and salary and forward to ECS. (This form initiates payroll for chosen candidate.)
- ▶ Return the following documents to ECS:
 - Applicant Screening Sheet
 - All folders containing applications/resumes/bid sheets
 - Completed HR Action Form for selected candidate
- ▶ Notify internal candidates who were not awarded position.

Best Qualified / Internal Candidates (Assistant Foreman / Foreman – Article 10.304)

Screening/Interviewing Process:

- ▶ Interview candidates. Ask job-related questions only. **A minimum of the top three internal candidates must be granted an interview.** External candidates will not be considered "until all members of the bargaining unit who bid during the posting period have been interviewed by the employing supervisor." (As per Article 18.400 of the Support Staff Association contract.)
- ▶ Each interviewer must complete and sign a Candidate Evaluation form for each candidate interviewed. This should reflect each interviewer's personal opinion.
- ▶ Complete the Interview Summary Sheet.
- ▶ Return the following documents to ECS:
 - All resume/bid sheet folders
 - Applicant Screening Sheets
 - Candidate Evaluation Forms
 - Interview Summary Sheet
 - HR Action Form for selected candidate (to initiate payroll)
- ▶ Notify unsuccessful applicants. It is recommended that departments notify candidates who were not selected. ECS will send correspondence if necessary.

External Posting Process (if there are no internal applicants after the five-day posting period)

Posting Process:

- ▶ Position will be advertised and open to external candidates. Work with ECS on announcement.

Screening/Interviewing Process:

- ▶ Receive resumes from ECS.
- ▶ Screen resumes based on qualifications outlined in the advertisement.
- ▶ Complete Applicant Screening Sheet for each candidate and return any folders for candidates who are no longer being considered to ECS to ensure an orderly and timely response from the University.
- ▶ Interview candidates – Ask only job related questions and be consistent.
 - Each interviewer must complete and sign a **Candidate Evaluation Form** for each candidate interviewed.
 - After the committee has come to an agreement on the chosen candidate, the hiring manager must complete an **Interview Summary Form** indicating names and titles of all individuals who were part of the interviewing process; names of all candidates interviewed; type of interview(s) conducted; and reason for choosing selected candidate.

Offer/Completion of Hiring Process:

- ▶ **Verbal offer to a selected candidate is contingent upon clear results of a background check.**
- ▶ Background Check – Candidate must complete and sign the Pre-Employment Certification/Release Form available on the ECS website: www.svsu.edu/ecs/forms and fax to: ECS at 989-964-7066. Average turnaround time is five days.
- ▶ Complete HR Action Form for the selected candidate including start date and salary and forward to ECS to initiate payroll.
- ▶ Appointment Letter
 - ECS will prepare an appointment letter for vice president's approval and signature.
- ▶ Return the following documents and completed forms to ECS:
 - **All resume folders including the folder of the chosen candidate. These candidates, except for the person hired, will automatically be sent "Position Filled" letters unless otherwise noted by the department.**
 - Applicant Screening Forms for each applicant
 - Candidate Evaluation Forms for each applicant
 - Interview Summary Sheet
 - HR Action Form for selected candidate
- ▶ Have new employee make appointment with ECS at 964-7100 to discuss and enroll in benefits (if applicable) and to complete I-9 and tax forms.