HIRING GUIDE FOR FACULTY POSITIONS

HR Specialist must comply with department needs/policy, ASU Central HR policies, and Federal Guidelines. This process can take 2-3 months from start to finish.

For Faculty Associates

1. Requestor notifies Department HR Specialist that they need to hire an FA.- Waiver Process
   A. If the requestor has someone in mind that meets the qualifications.
   B. A portion of the waiver form is completed by the requestor, this entails completing information on why this FA is needed, including what classes they will teach, their qualifications and how this FA meets the department needs. A current CV of the FA is required. This process can take several days to a week or more depending on completion of the needed information.
   C. The Department HR Specialist will then complete the portion of the form that details earnings, start/stop dates and what program this FA will be paid from.
   D. After being signed by the director, the form and the CV is sent over to the dean's office for approval. This can take several days depending on the work load in the dean's office.
   E. Once approved, the Department HR Specialist sends an offer letter to the FA. This process can take 1-2 weeks depending on how quickly the offer letter is returned.
   F. Once the offer letter has been signed by the incoming FA, the Department HR Specialist, enters a PTR into the PeopleSoft system to hire the FA.
   G. The FA must go to ASU Central HR to complete hiring paperwork.

   Please note, that effective immediately, FA's must be terminated if they are not working continuously, meaning if they work in the Spring and don't work over the summer, we have to follow the above process to rehire them for the Fall.
2. Requestor notifies Department HR Specialist that they need to hire an FA – Kenexa Process
   A. If the requestor needs a Faculty Associate, but does not have anyone in mind, the job is then processed through the Kenexa system.

   a. Dept. HR Specialist:

   1. Using the PeopleSoft HR function (see appendix A for all PS processes):

   a. Create a position number. HR specialist will provide the following information:

      i. Job title
      ii. Full or part-time status
      iii. Standard hours
      iv. Salary
      v. Justification for hire
      vi. Account information
      vii. Funding source (grant or other)
      viii. Type of background check to be done (**ALL ASU employees, excluding students, must have a background check before hire is complete**)
      ix. Employee reporting
      x. Campus location
      xi. Will employee drive for ASU business

b. A position number is created routing for approval to:

   i. SSFD Assistant. Director of Operations
   ii. Dean's office
   iii. Central HR
   iv. Central HR approves and integrates into Kenexa (ASU's recruitment and hiring program). This process can take one to two days for processing, depending on how quickly position is approved at all levels.

2. Once the position number has integrated into Kenexa (see appendix A for all Kenexa processes):

   a. HR Specialist will create a job posting by entering all the job description information from the requestor into a Kenexa template. This includes a closing date for the job listing, **(shortest time for a staff posting is five business days)** ASU general information, Instructions on how to apply, and the deadline for applications.

b. A job number is created and submitted electronically to the Recruiting in central HR.

3. Recruiting in central HR approves or rejects the posting. This can take up to a week or more depending on the time of year and staffing in the recruitment office.
4. Once approved, the job is posted to the ASU job site and Kenexa for the HR Specialist to monitor.
5. As applications are received in the Kenexa system:

    a. HR Specialist starts this process for EVERY candidate who applies. **NOTE:** the requestor may only see 10 applicants that meet minimum qualifications; however, there may many more applicants reviewed to determine if minimum qualifications have been met and/or any of the desired qualifications exist.

        i. If yes that applicant is sorted to a category of “meets minimum qualifications”

        ii. If not then the HR Specialist will disposition out of the process.

        iii. Incomplete or applications for other postings will be dispositioned out of the process. This process occurs throughout the job-posting period.

        iv. Prior to 48 hours of the close date HR Specialist determines if the job needs to be extended for a larger candidate pool or if the job can close on schedule.

            1. If the job needs to be extended, the HR Specialist will notify the requestor of the recommendation to extend the posting. The requestor may decline extension.

            2. If approved by the requestor, HR Specialist will notify Recruitment to extend to the new close date. <u>This must occur at least 48 hours before the original close date</u>

6. Once the job closes, the HR Specialist will forward all applicants meeting the minimum qualifications to the requestor along with the following instructions:

a. How to interview
b. How to rate the candidates
c. Acceptable reasons for non-interview

d. Acceptable reasons for non-selection (after interview)
e. Instructions on how to score interviewees and acceptable justification for choosing final candidate for hire.

Timeframe for this process is determined by how quickly the requestor holds interviews and returns all documentation to HR Specialist.

7. After final selection and all the information is received from requestor, the HR Specialist goes back into Kenexa and starts the elimination process.
    a. For the candidates not considered for interview, a form is completed stating why the candidates were not selected, a corresponding dispensation code is selected on the candidate portal.
    b. For candidates who were interviewed, a form (in Kenexa) for each candidate is processed to show the following:
        i. Date of interview
        ii. Ratings of the 5 categories
        iii. Interview committee members
        iv. Reason for selecting a candidate for hire
        v. Reason for not selecting a candidate for hire
        vi. A corresponding disposition code is used either to move them forward towards hire or to eliminate them from the process.
8. Once ratings are completed for all candidates, final selection(s) are moved through Kenexa by the following process:
    a. The applicant is moved from Interview status to Reference Check status.
    b. HR Specialist will email references with ASU approved questions. This process can take several days to a week depending on how quickly references respond.
    c. Once references are been obtained, HR Specialist completes a reference check form in the system.
    d. This move the candidate to PeopleSoft Validations check status. This happens within 24 hours. Based on system information another form must be completed.
        i. The candidate completes form if they have never been a student or former employee. Time is dependent upon how quickly candidate responds.
        ii. The HR Specialist completes form within 24 hours, if candidate has previously been a student or employee.

iii. **If the validations fail, the HR Specialist has to investigate and the process to find out could take a few days to clear**.

e. Once the validations have processed, the candidate is moved to the Conditional Offer stage.

ii. The HR Specialist completes an offer form and submits to ASU central HR through Kenexa Central HR reviews ALL of the processes on ALL of the candidates to ensure all policies and hiring guidelines have been followed.

iii. The HR Specialist may be contacted at this point if central HR recruiting has any questions regarding candidates or procedures followed. **This process can take a few days or a week or more for approval.**

f. Once the approval to offer has been received, the HR Specialist will notify the requestor that they may contact the candidate and offer the position. **This timeline is undetermined based on how long it takes to contact candidate and for candidate to respond.**

g. If the candidate accepts, the requestor notifies the HR Specialist and the candidate's disposition changes to Offer Accepted.

h. At this point in the processing, the HR Specialist is not involved.

i. The candidate status is changed to Background Check. Candidate remains in this status until candidate completes the background check information provided in an email from central HR.

ii. Once the candidate completes the form, the status is changed to Background Check Initiated. **Background check information is sent to an outside agency and can take as few as 72 hours and as long as 3 weeks.**

iii. The HR Specialist is notified when the background check is clear and the candidate status is changed to Final Offer.

i. The HR Specialist will create the official Offer Letter which will includes:

i. Start date

ii. Employee supervisor

iii. Salary or hourly wage

iv. If applicable, New Employee Orientation information is created.

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v. The letter is then ready to send to the candidate electronically. ASU policy allows five days for the candidate to accept or reject the offer.

j. Once the offer has been accepted by the candidate, status is changed to Final Offer Accepted
k. ASU central HR changes the status to indicate which hiring forms are required from the candidate.
l. The HR Specialist creates a New Hire Form and changes the status to "Ready to be hired".
m. Once the system has assigned an employee identification number, the candidate is now ready to be integrated into the PeopleSoft system.
n. The HR Specialist can now notify the requestor that their new employee can start on the pre-determined start date.

o. The HR Specialist will then process the form to close the job with hire.

p. If more than one hire is being made on any given job posting, the above listed processes are done for every candidate that is being hired.

PROCESS FOR HIRING ALL OTHER FACULTY POSITIONS

1. This process begins with the Director or other faculty completing the College Authorization to Recruit form and a College Search Plan, plus a Draft of Advertisement, the two forms can be found at the College website https://thecollege.asu.edu/resources/academic-personnel/tenure-track-personnel/recruitment-hiring . The Draft of Advertisement must include the following statements:
    a. "Background check is required for all employment"
    b. "Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex. Religion, national origin, disability, protected veteran status, or any other basis protected by law." And must have the link to ASU's policy on title IX.
2. These documents are sent to the Department HR Specialist to be sent to the dean's office for approval. This could take several days depending on work load of the office.

3. Once approval is granted, the HR Specialist will contact the Office of Equity and Inclusion to obtain a Job Order number.
4. Once the Job Order is obtained, ASU posts the job on the faculty website and the HR Specialist has the job posted on the department website and in any publications or applicable websites listed on the Search Plan. **These jobs are posted a minimum of 45 days.**
5. The search committee schedules a meeting to review applications for after the job posting closes. **Note that applications will not be available to the search committee for at least one *business*** day after the job posting closes. If the job posting closes on a Friday, applications will not be available for review over the weekend.
6. Job applicants send required materials to a gmail account that is given by the director.
7. A Dropbox file is set up by the HR Specialist to include the job posting, Search plan and the approved Authorization to Recruit, a file for complete applications, and a file for all the applicants, plus the excel spreadsheet and the Applicant List.
8. The HR Specialist monitors the applicants and responds accordingly with emails.
    a. If the applicant has submitted all required materials an email response is sent to indicate a complete application.
    b. If the applicant is missing any required information an email is sent letting them know what materials are still needed. Once those materials are sent, an email is sent letting them know the application is complete.
    c. The applicants are all sent an email asking them to respond to an EEO survey.
9. The HR Specialist keeps an excel spreadsheet with the names, email addresses of all applicants.
10. As applicants are received, the HR Specialist lists them on the spreadsheet, creates a file in the drop box and adds all the applicant materials. Once the applicants file includes all the needed materials, the HR Specialist combines all the materials into one file for easier evaluation for the committee.
11. 5 days before the job closes, the HR Specialist sends the applicants another email reminding them to complete the EEO survey if they haven't already done so.
12. Once the job closes, the HR Specialist shares the drop box with the members of the selection committee. Note that the Dropbox is not shared on the day that the job posting closes.
13. The committee meets and decides who they want to interview, the committee is free to do skype interviews without approval. Once the committee narrows down who to invite in person, the applicant list is filled out. This is done by listing the candidates that are invited for interviews first, in alphabetical order, then the candidates that were declined, in alphabetical order, and the disposition reason.
14. This is given to the HR Specialist, who will then add the information from the EEO survey for the candidates that responded. The survey results are not shared with the committee.

15. The applicant list is sent to the Executive Administrative Support Specialist along with the CV's for all the candidates that are being interviewed. This approval process can take up to a week or more depending on the work load of the office.
    All candidates being recruited for a tenured, tenure-track, or multi-year appointment must meet with the respective College dean of division.
    All candidates approved for interview must be interviewed.
16. Once the applicant list is approved, candidates can be contacted and should be scheduled for campus visits a minimum of 3 weeks out. Scheduling earlier will limit the amount of assistance staff can provide, room availability, and availability of all involved who should be meeting with the candidate (i.e., dean, director, faculty, students). Before providing potential interview dates to candidates, be sure the dean and director will be available on the proposed dates and that there is not a conflict with religious holidays (https://eoss.asu.edu/cora/holidays).
17. Create the itineraries for each candidate. This will be a collaborative effort between the search committee and a designated staff member. Meetings to be scheduled are with the dean, director, search committee, and associate directors with group meetings for faculty, graduate students, and postdocs. There can also be individual meetings with faculty members. The talk should be scheduled on the first day with 30 minutes for prep, 1 hour talk, and 30 minutes for Q&A. The search committee schedules meals, any additional meetings (typically with individual faculty), and coordinates travel between meetings and to and from campus.
18. The designated staff member will arrange flights, hotel, and provide an interviewee expense reimbursement form to the candidate.
19. Once interviews are completed and the committee has made a decision, the decision is discussed with the dean and the particulars are sent to the Executive Administrative Support Specialist to draft an offer letter.
20. Once the candidate has accepted, the HR Specialist will complete the applicant list with who was hired and the disposition of the remaining candidates and send the applicant list to the EEO office and let them know the department has made a hire.
21. The job is removed from the ASU job site and the department job site. The drop box file is closed and filed under department policy. This information is kept for 3 years per ASU HR policy.
22. The HR Specialist makes contact with the new faculty member and starts the background check process and enters them into the Affiliate system as a future employee so that email can be set up.
23. Once the start date is near, the HR Specialist sets up the New Employee Orientation and lets the front office staff and the Business Office Manager know so that keys and an office can be arranged.