Preventing for the Search:

1. Department Chair submits the following for approval in Neogov:
   a. Personnel Requisition *(Directions - Attachment A)*
   b. Recruitment Plan
   c. Position Announcement
   d. Evaluation Grid and Scoring Criteria

Conducting the Search:

2. Human Resources will post all job announcements after Personnel Requisition is approved through Neogov. Faculty job announcements are posted for 30 days.

3. Human Resources will conduct a salary analysis (based on CUPA information, budget and department salaries) and provide salary information to Vice Provost. Vice Provost will determine salary range for position.

4. Human Resources will provide search committee training for committees.

5. Applicants will apply via the Neogov system. Paper materials will not be accepted.

Screening and Selection:

6. Human Resources will pre-screen application materials for required qualifications and forward to search committee via Neogov. (HR Specialist will work with Department Chair to resolve any questions during pre-screening.) Application materials received after the “Full Consideration Review Date” will be retained in Neogov-HR as a second pool.

7. Each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria, via Neogov under My SME (Subject Matter Expert) Review. Candidates materials are reviewed online and a paper grid is completed. *(Directions – Attachment B)*

8. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid, marks each candidate in the Neogov system as Pass/Fail, and marks the SME Review Complete in the Neogov system.

9. Search committee Chair prepares and submits *electronically* to the department Chair:
a. Memo requesting to conduct telephone interviews* with short list of the top-ranked candidates and explanation of choices.

b. Evaluation grid (master only)

c. Interview questions

*Please note: Telephone interviews must be completed for Tenure Track and Administrators searches prior to bringing any out of town candidates to campus.

10. The department Chair and Dean approves and submits the forms from Step 9 electronically to Human Resources for review.

11. Human Resources will review materials, verify candidate’s degrees are from a regionally accredited university and obtain Equity Issues approval.

12. Human Resources contacts the search committee Chair via e-mail with telephone interview approval.

13. Search committee Chair schedules telephone interviews.

14. Search committee conducts telephone interviews and each search committee member evaluates the candidates according to approved evaluation grid and scoring criteria.

15. Search committee Chair compiles the scores from the individual grids and creates a master evaluation grid.

16. Search committee conducts reference checks for the candidates that they plan to request to bring to campus.

17. Search committee Chair prepares and submits electronically to the department Chair:
   a. Memo requesting to conduct on campus interviews and explanation of choices. (Must address every candidate that was approved to be phone interviewed, regardless of whether or not phone interview was actually conducted.)
   b. Evaluation grid (master only)

Note: A maximum of three candidates may be brought to campus.

18. The department Chair and Dean approves and submits the forms from Step 17 electronically to Human Resources for review.

19. Human Resources will review materials, and obtain Equity Issues approval.

20. Human Resources contacts the search committee chair via e-mail with interview approval and background check consent form information.

Note: Human Resources can assist with travel arrangements. Drury Lodge is used for hotel accommodations and Southwest Airlines and Expedia are used for airline travel, unless otherwise requested.
21. **If search is for the rank of Full Professor or and administrator, search committee Chair contacts the Provost’s office to schedule candidate interviews with the Provost.**

22. Search committee contacts the candidates to schedule interview, explains the Background Check Consent Form, and sends them the form. Times of interviews should be recorded in Neogov. *(Directions – Attachment C)*

*Note: The original, signed Background Check Consent form must be received by the Hiring Department before the candidates are interviewed.*

23. Search committee conducts campus interviews.

**Hiring the Candidate:**

*Note: If hiring for a Chairperson position proceed to step 30.*

24. Search committee Chair prepares and submits *electronically* to the department Chair:
   a. *Applicant Evaluation Memo.* (List Pros and Cons of every candidate that was approved to be interviewed on campus.) – Do Not Rank or Recommend to Hire

25. The department Chair starts the request to hire through the Neogov system. Department Chair will attach his/her request to hire memo and the search committee’s memo *through the Neogov system*. Memo should address why/why not a candidate is being chosen and if there are second, or third choices. *(Directions – Attachment D)*

26. Once the department Chair has made the request to hire in Neogov and attached his/her documents the request will be routed to Dean for approval. Dean will approve/disapprove and attach his/her memo in Neogov. *(Directions – Attachment D)*

27. Human Resources will review materials and obtain Equity Issues and Vice Provost hire approval in Neogov.

28. Human Resources will notify Dean/department Chair of approval to hire via e-mail and send contract recommendation form. *(Note: Any credit for prior service toward promotion and tenure and moving expenses has to be negotiated before hire.)*

29. Dean/Department Chair extends offer of employment.

   29A. If *candidate accepts position:* the Dean notifies Human Resources that the offer has been accepted by returning the contract recommendations form. A formal letter of offer is issued by Human Resources.

   29B. If *candidate declines position:*
a. If a second candidate is identified in the request to hire memo, proceed with step 29 after approval has been given.
b. If a second candidate is not identified, the department Chair and Dean can identify a second candidate and request to hire (proceeding with step 26), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.

Hiring a Chairperson:

30. Search committee Chair prepares and submits electronically to the Dean:
   a. Applicant Evaluation Memo. (List Pros and Cons of every candidate that was approved to be interviewed on campus.) – Do Not Rank or Recommend to Hire

31. The Dean starts the request to hire through the Neogov system. Dean will attach his/her request to hire memo and the search committee’s memo through the Neogov system. Memo should address why/why not a candidate is being chosen and if there are second, or third choices. (Directions – Attachment D)

32. Once the Dean has made the request to hire in Neogov and attached his/her documents the request will be routed to Vice Provost for approval. Vice Provost will approve/disapprove and attach his/her memo in Neogov. Memos should address why/why not a candidate is being chosen and if there are second, or third choices. (Directions – Attachment D)

33. Human Resources will review materials and obtain Equity Issues hire approval in Neogov.

34. Human Resources will notify Provost and Dean of approval to hire and send contract recommendations form. (Note: Any credit for prior service toward promotion and tenure and moving expenses has to be negotiated before hire.)

35. Provost or Dean extends offer of employment.

35A. If candidate accepts position: the Provost notifies Human Resources that the offer has been accepted by returning the contract recommendations form. A formal letter of offer is issued by Human Resources.

35B. If candidate declines position:
   c. If a second candidate is identified in the request to hire memo, proceed with step 35 after approval has been given.
   d. If a second candidate is not identified, the department Chair and Dean can identify a second candidate and request to hire (proceeding with step 31), or request to review and screen second pool of candidates, or request to close the search and proceed with a new search.

Completing the Hire:
36. On or before the first day of employment, new hire must complete new hire paperwork in the Human Resources Office. Human Resources will provide benefits orientation.

37. Human Resources will conduct a criminal background check.

Closing the Search File:

38. Human Resources will send letters to unsuccessful candidates through the Neogov system, closing the search. **Department Chair should contact unsuccessful candidates that were brought to campus for an interview.**

39. If any search materials were printed from the Neogov system, **departments should shred all materials once search is complete.**
Personnel Requisition Creation & Approval (through NEOGOV)

1. Go to [https://login.neogov.com](https://login.neogov.com)
2. Type in Username and Password
3. Click Sign In
4. Click on Open New Requisition
5. Choose Class Code (Position to be filled) and click on Create New under Requisition Heading. Completing the Personnel Requisition Fields:
   a. Desired Start Date: enter date
   b. Working Title: actual title of position and department name (ex: Assistant Professor – Mass Media)
   c. Vacancies: number of openings
   d. Division: choose division the position reports to
   e. Department Name
   f. Hiring Managers: choose and assign hiring manager(Chairperson or Dean if hiring a Chairperson) for position
   g. Job Term: choose term of position (i.e. full time, part time)
   h. List Type: choose Regular
   i. Position Type: select radio button for existing position or new position
   j. Position Control: if existing position, click on Add Another Vacancy. Then add information; Position #: enter position number if known, first name of terminating employee, last name of terminating employee, enter vacancy date.
   k. Skills: leave blank
   l. Comments: optional
   m. Home Department Code: Organizational Code
   n. Category: select appropriate category (i.e. faculty, administrative, clerical, etc.)
   o. Job Type: choose Full Time or Part Time
   p. Percentage of Full Time: enter 0 – 100%
   q. Faculty: choose appropriate type of position (i.e. regular tenure track, RNTT, term)
   r. Position CIP Code (Faculty Only): discipline code for vacant position
   s. Discipline (Faculty Only): name of the discipline
   t. Staff: leave blank
   u. Budgeted Salary (Budget/Accounting Office Use Only): budget or accounting office will enter the information
   v. Index(es) to be Charged: enter the index(es) the position is paid from
Personnel Requisition Creation & Approval (through NEOGOV)

w. Percent Salary: numerical value of the salary to paid from each index  
x. No Approvals: NEVER check this box  
y. Approval Chain to Follow – highlight approver name after approval group is selected
   1. HR Specialist (choose appropriate specialist)  
   2. Chairperson  
   3. Dean  
   4. Budget Office  
   5. Executive Staff  
   6. Human Resources  

Note: Depending on who creates personnel requisition, will determine number of approvers to be selected. Choose Final Approval radio button after Human Resources.

School of Visual and Performing Arts – will add Associate Dean in the approver chain after chairperson.

6. Click on Save Only. This will take you to summary page of personnel requisition and give the ability to add attachments. You will need to attach job announcement, scoring criteria and grid, and recruitment plan.
7. Attachments (located at bottom left corner): Click Add New  
8. File Description: Name of attachment  
9. File: Browse for Attachment to be uploaded (if needed, click on Attach another file)  
10. Click on Upload after all files are attached  
11. Click on Edit (located at top right corner)  
12. Click on Save and Release. This will send the personnel requisition through the approval chain.

Once the personnel requisition makes it through the approval chain, the HR Specialist will post the position announcement.
Personnel Requisition Creation & Approval (through NEOGOV)

*Individuals in the approval chain will receive an email notification alerting them that their action is required.*

1. Go to [https://login.neogov.com](https://login.neogov.com) or follow the directions in the email
2. Type in Username and Password
3. Click Sign In
4. Go to Approvals (top left corner)
5. Click on Requisitions
6. Under Requisitions Awaiting My Action click on title of position to view summary of requisition, if changes are needed click edit, make changes, click save. (Repeat steps 4 and 5)
7. Under Action click on Approve/Deny to approve, deny, hold/pend or cancel the requisition
8. Select action to be taken, if needed add comments
9. Click on Save
10. If Deny was selected as the action, now can choose who the requisition should be returned to and click save; that individual will receive email regarding action to be taken

Approves can view approval history of requisition by clicking on History under Action heading, which will include action date/time, approver and action taken by approver.

Once the personnel requisition makes it through the approval chain, the HR Specialist will post the position announcement.
Search Committee Review of Applicants (through NEOGOV)

1. Go to https://login.neogov.com
2. Type in Username and Password
3. Click Sign In
4. In the upper right corner under your name, click on My SME Review (SME = Subject Matter Expert, for our purposes this will be the search committee)
5. To view applications, click on Title of the position under the Exam Plan heading
6. This will bring up a list of applicants for the position
7. Click on the Candidate name to view application materials
8. Each search committee member will complete an individual grid supplied by search committee chair. Note: Committee members will NOT pass/fail candidates in NEOGOV, this is the responsibility of the committee chair.
9. After the composite grid is created by the search committee chairperson, they will pass/fail each individual candidate in NEOGOV.
   a. Click candidate name to view application materials
   b. Click on Show Candidate Disposition in the upper right hand corner
   c. Highlight Passed or Failed radio button for each candidate (Passed candidates are anyone who could potentially be interviewed during the search process. Failed candidates will no longer be considered viable candidates.)
   d. If Failed, select rejection reason from drop down menu and add any comments.
   e. Click Save
10. Search committee Chair, via e-mail, then sends request to phone interview memo, composite grid, and interview questions to department Chair. Dean will review and forward request to interview memo, composite grid, interview questions, and their approval to HR Specialist via email. Note: Faculty are required to complete phone interviews before campus interviews (Do not begin interviews until approval received.)
Attachment C

Scheduling Campus Interviews (through NEOGOV)

1. Approval for campus interviews required before beginning this process.
2. Go to https://login.neogov.com
3. Type in Username and Password
4. Click Sign In
5. **Search Committee Chair** -- In the upper right corner under your name, click on **My List** to see the Referred List of Candidates. **The Referred List is the list of candidates approved for interviews.**
6. To view list, click on View under Candidates heading. On this screen you will be able to view the list of candidates to be interviewed and track interview time and date.
7. To track interview schedule for each candidate, open candidate record, then in upper right hand corner select Schedule Interview and click on GO. Choose date, time and any other information you want to keep record of. Click on Save.
8. Campus interviews completed
Request to Hire (through NEOGOV)

1. *Request to Hire started by department Chair in Neogov.*
2. Go to [https://login.neogov.com](https://login.neogov.com)
3. Type in Username and Password
4. Click Sign In
5. In the upper right corner under your name, click on My List
6. Click on View under Candidates heading
7. Click on the candidate name to be hired
8. Upper right corner at Interview Scheduled: select Hire, and click on Go. NOTE: This is the approval chain to obtain approval to hire, do not make offer at this point.
9. Offer Date: let default as today’s date
10. Offer Amount: leave blank
11. Bonus Amount: leave as default
12. Answer Date: leave blank
13. Filled On Date: let default as today’s date
14. Start Date: enter anticipated start date of employment
15. Orientation Date: let default at today’s date
16. Keep Active on Eligible List: choose Yes
17. Select Choice of Hire
18. Select approval Chain as follows: Dean, HR Specialist, Human Resources, and Executive Staff
19. Click on Save
20. Go back to Referred List
21. Click on Details under Hired heading
22. This will take you to summary page of Personnel Action Form and give you the ability to add attachments. Department Chairperson should attach search committee’s memo outlining pros/cons of each interviewee and their request to hire memo.
23. Attachments (located at bottom left corner): Click Add New
24. File Description: Name of attachment
25. File: Browse for Attachment to be uploaded (if needed, click on Attach another file)
26. Click on Upload after all files are attached
27. Click on Edit located above candidate name on the left
28. Click on Save and Release at bottom of page
29. Request to hire will be routed for necessary approvals
30. Human Resources will notify Dean/department Chair of approval to offer and salary via email.
Dean’s Approval of Hire:
1. Go to https://login.neogov.com
2. Type in Username and Password
3. Click Sign In
4. Upper left corner under Approvals, click on Hires
5. Click on Details under Hire heading
6. To view attached documents from search committee and department Chair, click on File Name of attachment
7. If desired, Dean can attach supporting documents by clicking on Add New
8. Upper left corner under Approvals, click on Hires
9. Under Action heading, click on Approve/Deny
10. Select Approve or Deny, enter any comments
11. Click Save