



Delaware State University Procedure

Title: Recruitment, Selection, and Hiring of Classified and Professional Employees	Administrative Council approval date: 1/3/05
Related Policies and Procedures: Ethical Standards of Professional Behavior; Non-discrimination Policy	

This procedure was developed to help the University achieve a fair and consistent way of complying with relevant employment laws and maximize the availability of highly qualified candidates. All positions, except those of faculty and temporary hourly, will be administered in accordance with this procedure.

1. All requests for staffing services will be submitted on a requisition form (attachment 1). All requisitions will be accompanied by a current job description. These forms may be submitted electronically or in hard copy. Incomplete forms or those with missing/incomplete job descriptions will be returned to the initiating supervisor.
2. All job descriptions will be reviewed by the Human Resources Generalist to determine whether or not it is eligible for overtime (in accordance with relevant law); whether, or not, the position should be included as a member of a union local in accordance with a collective bargaining agreement; and, and the level of appropriate compensation.
3. The Human Resources Generalist will coordinate advertising for the position and ensure it is established for online application – departments may not publish their own advertisement(s). Once established online, the search committee chair will be trained to administer the online applicants. Only applications online will be accepted.
4. The search committee chair shall complete the applicant screening form (attachment 2) to include all questions to be asked in the interview and the criteria for high scoring answers. This form will be submitted to the Human Resources Generalist for review prior to the interviews.
5. The search committee shall be composed of at least three members including the chair. All members of the search committee must acknowledge receipt of this policy and the Interview Do's and Don'ts (attachment 3)
6. The search committee shall screen applicants against the qualifications standards, knowledge, skills, abilities, and preferences outlined in the job description. The search committee chair shall use the applicant screening form to determine which of the applicants will be interviewed based on the outcome of the scoring. To be interviewed, an applicant must meet the position requirements as stated in the job description.

7. Interviews will be conducted without illegal discrimination, conflict of interest or other violation of the University's policy on Ethical Standards of Professional Conduct, Non-discrimination Policy, and/or Collective Bargaining Agreement(s). While cultural competence, multicultural education, and international experience may be valued as a part of the "whole person," the committee is obligated to select the person who is best qualified as reflected in the scoring on the interview record (attachment 4).
8. Upon reaching a decision to select one candidate, the search committee chair shall complete and submit the authorization to hire memo (attachment 5) and at least two professional references on the reference form (attachment 6). The form shall be completed entirely and submitted for signatures as required on the form. In general, new employees will be started at the bottom of the relevant salary scale unless they have significant experience to justify higher placement.
9. The President (or his/her designee) is solely authorized to approve hiring. Only the Vice President of Human Resources (or his/her designee) shall extend an offer of employment – supervisors who offer employment contrary to this policy are doing so outside their authority and are subject to disciplinary action. The search committee chair (or designee) may explore availability and terms of employment with the selected candidate. If accepted, a written confirmation of the offer and terms/conditions of employment shall be sent to the selected candidate. All offers of employment will be contingent upon a successful criminal background check, references, and completion of the I-9 form.
10. The Human Resources Generalist will send, or direct the new employee to download all appropriate employment related forms including the W4, I-9, and criminal background release.