



Delaware State University

University Area(s) Responsible: Office of Human Resources

Policy Number & Name: Recruitment, Selection and Hiring

Approval Date: March 1, 2017

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Policy

The University's goal in recruitment and selection is to hire and retain the most qualified individuals. Administrators, Deans and Managers are encouraged to consider applicants from within their department first or others from within the University who express interest in the position.

If the position remains unfilled after campus-wide recruitment, the Office of Human Resources assists departments by coordinating all aspects of the employment process to present hiring departments with qualified applicants from a variety of sources external to the University. The recruitment process, application review, reference and background checking, and the selection and hiring processes for all Staff positions are subject to pertinent Federal and State laws and regulations.

Employment decisions are based solely on qualifications and without regard to race, sex, religion, age (40 and over), national origin, color, disability status, pregnancy, citizenship, familial status, veteran status, sexual orientation, gender identity and genetic information.

It is the policy of the DSU to seek for its staff positions the best possible qualified persons, who are judged to be so in a competitive employment search preceding each appointment and promotion. Although relatives may be employed at Delaware State University, the University does not allow "close relatives" to supervise one another. Additionally, any direct or indirect involvement of an employee in the hiring, promotion, retention, compensation or other condition of employment that may benefit a "close relative" is strictly prohibited.

"Close relative" is defined as spouse, domestic partner, parent, child, sibling, grandparent, parent-in-law, sister-in-law, brother-in-law, uncle, aunt, niece, nephew, cousin, grandchild, foster parent, foster child, foster grandchild or functional equivalent of the above.

Information on the recruitment process, including job-posting procedures, interviewing guidelines, and salary offers should be reviewed with the staff of the Office of Human Resources.

Procedures

The Office of Human Resources is available to provide consultation throughout all aspects of the employment and hiring process. They will provide assistance in posting vacancies, developing and implementing recruitment strategies, identifying and selecting candidates, assuring all pre-employment requirements are met, and confirming job offers.

Recruitment Process

Search Committee:

The charge of the search committee is to reach a broad pool of potential candidates to ensure all receive equitable consideration, to strengthen the University's hiring efforts and to maintain the necessary documentation. The search committee shall contain at least three members including the chairperson and shall be appointed as follows:

| Type of Vacancy | Search Committee Appointed By |
|---|---|
| Senior Level (Administrative) positions | President |
| Key Administrative Level positions | Senior Level Administrator |
| Faculty positions | Pursuant to the AAUP CBA |
| Department Staff positions | Department Head or Senior Level Administrator |

Job Posting Procedures:

To post a job, hiring managers must initiate a posting through the DSU Hiring Database, a Personnel Requisition to seek approval to fill a budget vacancy. If a new position is being requested, the department must also obtain approval for funding and posting of the position.

Once the necessary approval is obtained, the job will be posted based on the information provided or the job description as submitted by the department where the vacancy exists. In either event, Human Resources reserves the right to edit job posting to comply with University policies and procedures.

Selection Process

Candidate Pre-screening:

The large number of applications received each year prevents the interviewing of all applicants by the Office of Human Resources. However all applications are to be reviewed and applicants whose qualification and experience seem most appropriate to the opening for which they have applied should be selected for screening interviews with the Hiring Committee established by the hiring department.

The Hiring Committee shall screen applicants against the qualifications standards, knowledge skills, abilities, and preferences outline 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.

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.

Once the list of job-related questions is created, use it for all applicants for the same position. Put the applicant at ease with introductory and welcoming remarks. Ask open-ended questions which required behavioral descriptions rather than simply "yes" or "no" answers (i.e., have them describe a work situation in which they handled stress well rather than just asking if they can "handle stress well"). Also note, the candidate should do the majority of the talking. Questions that have more to do with personal lifestyle than job experience should not be asked. Phrase the question so that the answer will describe on-the-job qualities instead of personal qualities. If the question is not related to performance on the job, it should not be asked.

Department Hiring Process

Once You Have Selected A Candidate...

1. Reference Checks

It is strongly recommended that the hiring department conduct reference checks prior to an offer of employment being extended. The Office of Human Resources is available to provide guidance to hiring committees in obtaining references.

2. Notify Human Resources of Hiring Decision

Upon reaching a decision to select one candidate, the Search Committee Chair shall complete and submit the Approval to Hire memo and at least two professional references to their department administrator for approval. All resumes received, interview forms and candidate evaluation forms shall be turned in to the Office of Human Resources along with the hiring packet for the selected candidate.

3. Offer of Employment

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.

4. Send Job Offer Letter

After the candidate accepts the employment offer, the Office of Human Resources sends a "Conditional Offer of Employment" letter to the candidate. This letter outlines the details of the offer

including salary, tentative start date and pre-employment requirements. ***Candidates may not begin working until the pre-employment process is complete.***