



# UNIVERSITY OF NORTH ALABAMA

## Employee Policy Manual and Handbook

### RECRUITING AND SELECTION PROCEDURES

All job postings are created in the Online Employment System (OES) based on a position description, if staff, or a posting summary, if faculty. If a new staff position or faculty position is requested, the department requesting the position must first complete the electronic requisition process to gain budgetary approval for a new position or to replace a current vacancy. Once the requisition has been approved, the department must send an updated position description for staff, or a position summary for faculty, to the Office of Human Resources who will create the job posting in the system. Once completed, the Office of Human Resources (HR) will post the position as directed.

#### Posting and Advertising

All vacancies are posted on the OES for a minimum of seven days. The requesting department may designate the opening as a (1) Promotional Opportunity if it believes there may be current UNA employees who possess the required skills for the position. If the position is identified as a Promotional Opportunity, it will be posted only on the UNA Online Employment System Internal Job Board and will be open only to UNA employees, or as a (2) Job Vacancy which is a posting open to any applicant, and is, at minimum, posted on the UNA Online Employment System, and, if requested, advertised in the Times Daily newspaper, posted on the UNA Employment social media pages, and included in the UNA Email Digest. Faculty positions are typically designated as open until filled.

As part of the request to post, the requesting party lists advertising sources, including discipline-specific and diversity-focused outlets. Sources of advertising vary based on the level and scope of the vacant position. The University has unlimited annual contracts with the following advertising sources: Higheredjobs.com, Insidehigher.com, and Insight Into Diversity. All faculty positions will be advertised in the aforementioned sources as well as the Chronicle of Higher Education, the UNA Email Digest, Handshake, and HR Social Media outlets, and staff positions that are open for longer than seven days may also be posted in these sources. Upon receipt of the approved requisition, HR posts and advertises the position as requested. The requesting department may also wish to list the position on various professional websites. These websites are to be included in the request to post and will be listed in the field provided for "other advertising sources" within the posting.

#### Search Committees

The [Protocol for External Faculty/Staff Searches](#) states that all external searches must use a search committee. These committees should typically be made up of no more than nine and no less than five members, at least one of whom reflects diversity. The names of search committee members and their email addresses must be provided to Human Resources at the time that a posting is requested. For Faculty positions, refer to the [Faculty Handbook](#) for specific instructions regarding the role and composition of search committees. Once the position has been posted, each search committee member must complete the electronic [Confidentiality Agreement for Recruiting](#).

#### Screening Applications

Applications for open positions are available immediately to the Hiring Manager and search committee through the Online Employment System. Applications are screened by the Online Employment System based on screening questions in each posting. These questions are automatically included based on the minimum qualifications for each position. Desired qualifications may also be gauged using the screening questions but should not be used to disqualify applicants.

**Reviewing/Recommending for Interview**

Once a search is authorized, the search committee chair will schedule a brief meeting of the committee with a representative from the Division of Diversity, Equity, & Inclusion (DDEI) to explore additional ways of attracting a diverse pool of qualified candidates. All applications and supporting materials will be received and initially processed by the Online Employment System and will be immediately available via the OES to the search committee and DDEI representative. The committee members will review applications and supporting materials and develop an initial ranking of candidates. Once the candidates for interview have been selected by the search committees, an email requesting interview approval is sent to HR and DDEI for initiation of interview approval via the OES. Once applicants have been approved through the OES for interview, they may be interviewed as many times/ways (phone/Zoom/on-campus) as is necessary to make a final selection. Interview approval is only required once.

**Recommending a Candidate for Hire**

To make a recommendation for hire, the search committee chair should complete the [electronic Interim External Search Summary Form](#) and email HR to request that a hiring proposal be initiated through the system. Once received, a hiring proposal will be initiated and sent through the OES approval workflow. Once all levels have approved the hiring proposal, HR will initiate the employment offer paperwork and offer the candidate employment on the approval of the President or the AVPHR.

Once a Hiring Proposal has been approved by all levels and sent to HR, HR will initiate a background check and create an employment letter for staff positions only. For Faculty positions, the Provost's office will prepare the employment letter upon receipt of the Hiring Proposal. Once a faculty letter has been signed, HR will receive a copy and initiate a background check at that time.