RECRUITMENT PROCESS FOR PROFESIONAL SUPPORT STAFF (PSS) POSITIONS

Planning

1. Hiring department decides on type of search: Regular, internal, or organizational advancement; then informs HR.
2. Search committee is formed; includes an Inclusion Advocate (IA) and PSS member.
3. HR notifies the APSS of the posting and the name of the PSS member serving on the committee.
4. HR sends recruitment process flowchart and checklist for PSS positions to the search chair.
5. APSS conducts the PSS responsibilities search committee training.

Review & Approvals

1. HR runs a report to identify any internal candidates who have applied for the position.
2. HR reviews internal applicants and moves them forward if qualified.
3. HR notifies APSS and search chair of internal applicants OR if there are no internal candidates.
4. HR and Affirmative Action (AA) review applicants and approved qualified applicants.
5. Search committee reviews all qualified applicants and selects candidates to interview; all qualified internal candidates must receive an interview.
6. PSS search committee member validates interview pool.
7. PSS search committee member raises concerns, if any, to APSS, HR, AA, or the IA.
8. Interviews are conducted.
9. HR notifies APSS if there will be second interviews and status of internal candidates. HR shares justification and non-selection reason if internal is not moving to second interview.
10. Search chair must wait for HR notification before further action.

Candidate Selection

1. Search committee makes recommendation to Dean/Appointing Officer (AO).
2. Dean/AO approves the selected candidate.
3. Search chair submits non-selection reasons to HR.
4. Search chair must wait for HR notification before further action.

Offer Approval

1. HR approves non-selection reasons.
2. HR shares with APSS the selected candidate with justification and provides non-selection reasons for any internal candidates.
3. APSS approves to move forward.
4. HR notifies search chair to continue with notification.

Offer Preparation

1. Search chair verbally notifies non-selected internal candidates that they are not moving forward and arranges for discussion to provide non-selection reasons.
2. Search chair notifies HR that all internal candidates have been notified.
3. HR notifies APSS that internal candidates have been notified by search chair.
4. HR waits approximately one business day for responses from APSS. HR will then notify the search chair.

4.1 HR verifies with APSS that a meeting was not requested from the internal candidate and that we can move forward with the verbal offer.

4.2 Internal candidate contacts APSS and a meeting with APSS, HR, search chair, and internal candidate is set up.

5. After initial meeting, APSS and internal candidate have 3 days to decide if moving forward with a grievance.

6.1 Internal candidate moves forward with grievance.

7. Refer to current contract language.

6.2 Internal candidate does not move forward with grievance.

Offer

1.1 Verbal offer made to selected candidate, appointment letter sent, and background check conducted.

2.1 HR notifies APSS of start date, step, and rate of pay.

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