

## Guidelines for Processing Position Requests for New Hires/Replacement Positions

A Position Requisition is required for all staff positions being filled, whether new or replacement. The first step when requesting a position (*new or replacement*) is to submit the position description to Classification and Compensation in HR for review and approval. Once the position description has been properly classified, HR will contact the hiring department to ascertain how the department would like to proceed with recruitment: *Are you conducting a full search, requesting a search waiver, or wanting to interview existing candidates on a Civil Service exam register?* The **Position Requisition** form is then initiated in HireTouch by HR, and routed electronically for fiscal authorization. Once the **Position Requisition** form is approved by Human Resources, the recruitment process may begin for Extra Help, Civil Service, and/or Academic Professional hires.

The Position Description form (templates located on the HR web site), should be signed by

- Supervisor
- Dean/Director
- Division Head

### Civil Service Hiring Process – New or Replacement

1. When the Position Requisition is approved in HireTouch, HR will contact the hiring department to ask:
  - a. Do you wish to post the job vacancy or recruit from the existing Civil Service exam register?
  - b. How long would you like the position to be posted? The standard is one week.
2. If the job is to be posted, HR will draft the posting, and after it is reviewed by the hiring department, HR will open the posting to the UIS job board.
3. If advertising in the local newspaper, HR will assist with drafting the ad and will obtain a quote from the State Journal-Register.
4. When hiring from an existing register, HR will contact eligible candidates to determine their interest in interviewing for the vacancy.
5. Interested candidates will be referred to the hiring department for interviews to be scheduled.
6. The hiring department will schedule interviews and check references.
7. The hiring unit may ask each candidate to provide personal/professional references, if these are not already provided on the employment application. Usually, three references are adequate. In addition, the hiring unit may contact the previous employers listed on the candidate's application form.

8. If the candidate is currently working, the hiring unit should ask permission to contact the current employer. The hiring department should speak with former supervisor of the candidate whenever possible.
9. The hiring unit may ask about quality of work, attendance patterns, interpersonal skills, strengths/weakness as they relate to the work performed, and the reason for separation.
10. If the hiring unit collects information in a reference check that may indicate the candidate may be disqualified for employment at the University, please record the name of the employer, title of the person providing the information, and the date the information was obtained forward this information to me.
11. A candidate may be removed from a register if it can be demonstrated that the candidate has been dismissed/discharged from employment, maintained an unsatisfactory employment record, has been deceptive or fraudulent on their application for employment, uses narcotics or excessively uses alcohol, etc. If the removal of a candidate results in less than three candidates, another candidate may be referred to the hiring unit for interview.
  - **Please note that proof of departmental contact of the references provided by, at the very least, the hiree, will need to accompany the referrals returned to HR before a hire can be made.**
12. When the hiring department has selected a candidate and is ready to make an offer, the Applicant Referral forms, along with proof of reference checks, are to be returned to HR. The referrals should indicate Interview Date, Interview Time, Interview Location, Applicant Selected (Y/N), Recommended Salary, Preferred Start Date, and Comments.
13. HR will contact the preferred candidate to make the offer and will confirm with the hiring department when the candidate has accepted, or declined, the offer.
14. HR will arrange all necessary pre-employment screenings: background check, drug screen, physical agility testing.

### **Academic Professional Hiring Process – New or Replacement (including visiting positions)**

1. When the **Position Requisition** is approved in HireTouch, HR will contact the hiring department to ask:
  - a. Will a full search be conducted? Or is a Search Waiver being requested?
  - b. How long would you like the position to be posted? Academic Professional vacancies must be posted internally for a minimum of one week prior to external advertising.
2. An **AP Request to Search** form is initiated in HireTouch and routed for approval. The hiring department should consult with Access and Equal Opportunity for search plan requirements,

but the form in HireTouch must include, at a minimum a justification for hire and a narrative search plan document. The plan is routed in HireTouch for approval by:

- Dean/Director
  - Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
  - Access & Equal Opportunity Officer
3. If the job is to be posted, HR will draft the posting, and after it is reviewed by the hiring department, HR will open the posting to the UIS job board. Academic Professional vacancies are required to be posted internally on the UIS job board for a minimum of one week.
  4. If advertising in the local newspaper, HR will assist with drafting the ad and will obtain a quote from the State Journal-Register.
  5. During the applicant review process, the search chair/committee may ask each applicant to provide personal/professional references, if these are not already provided on the employment application. Usually, three references are adequate. In addition, the search committee may contact the applicant's previous employers.
  6. If the applicant is currently working, the search chair/committee should ask permission to contact the current employer, and should speak with the former supervisor of the applicant whenever possible.
  7. The hiring unit may ask about quality of work, attendance patterns, interpersonal skills, strengths/weakness as they relate to the work performed, and the reason for separation.
  8. If the committee collects information in a reference check that may indicate the applicant may be disqualified for employment at the University, please record the name of the employer, title of the person providing the information, and the date the information was obtained.
    - **Please note that proof of contact of the references is needed for auditing and compliance records.**
  9. An ***AP Request to Interview*** form must be initiated and routed in HireTouch before finalist may be invited to campus for interview. The AP Request to Interview form must be approved by:
    - Dean/Director
    - Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
    - Access & Equal Opportunity Officer
  10. When the search committee is ready to propose a candidate for hire, the ***AP Request to Hire*** form must be initiated and routed in HireTouch for approval by:
    - Dean/Director
    - Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
    - Access & Equal Opportunity Officer

11. Once the ***AP Request to Hire*** is approved by AEO, an offer of employment can be made. All offers of employment are contingent upon, at a minimum, successfully clearing a background check. HR will arrange all necessary pre-employment screenings: background check, drug screen, physical agility testing.

### **Request Waiver of Search and Hire of Visiting AP**

1. When the ***Position Requisition*** form is approved in HireTouch, the ***AP Search Waiver*** form can be initiated and routed for approval by:
  - Dean/Director
  - Division Vice Chancellor (If other than Academic Affairs, Provost/VCAA does not sign)
  - Access & Equal Opportunity Officer
2. The hiring department should consult with Access and Equal Opportunity for search waiver requirements, but the form in HireTouch must include, at a minimum a justification for waiver and a resume of the desired candidate.
3. With AEO approval, the desired candidate may be offered the position. However, all new hires and all employees transitioning into security sensitive or critical positions must submit to a background check. All offers of employment shall be contingent upon, among other things, satisfactory background check results.