



## The Search Process

### 1. **First Step** – Non-Critical Personnel Freeze Protocol or Submission of the SOM/MURC Recruiting Authorization/Request Forms

The department must complete and submit a [Hiring Freeze Exception Form \(HFE\)](#) to request to fill a position. The Freeze Committee will review the request and make a determination. HR will notify the Vice President and hiring unit of approval status. The Freeze Committee meets every month, unless scheduling dictates otherwise. **Freeze Exemption Request forms must be submitted to HR no later than 72 hours before the scheduled meeting. Requests received after the 72-hour deadline will be reviewed at the next scheduled meeting.**

**Please note:** The only exception to this is the *School of Medicine or MURC positions*. They require the completion of the Recruiting Authorization/Request forms.

- [School of Medicine Recruiting Authorization](#)
- [MURC Recruiting Request Form](#).

#### **Staff Positions:**

- a. The Department will submit a [Hiring Freeze Exception Form \(HFE\)](#) along with a job description to the appropriate Dean for approval.
- b. The Dean will submit the approved HFE to the appropriate Vice President.
- c. If approved, the Vice President will submit the Hiring Freeze Exception Form to Human Resources (HR) for review and submission to the Freeze Committee. A representative from HR will contact the Dean's office to initiate the PeopleAdmin position request process.
- d. If the position is classified and the PIQ is older than three years, HR will conduct a classification review prior to submission to the Freeze Committee.

#### **Faculty Positions:**

- a. The Department will submit a [Hiring Freeze Exception Form \(HFE\)](#) along with a job description to the appropriate Dean for approval.
- b. The Dean will submit the approved HFE to the appropriate Vice President.
- c. If approved, the Vice President will submit the Hiring Freeze Exception Form to Human Resource (HR) for review and submission to the Freeze Committee. A representative from HR will contact the Dean's office to initiate the PeopleAdmin position request process.

## **2. Second Step – Creating/Modifying the Position in PeopleAdmin (Workflow 1)**

Upon approval, the position will be posted to the [PeopleAdmin job-posting site](#), utilizing established online approval protocol. HR will contact the hiring unit to coordinate PeopleAdmin access.

- a. **WorkFlow 1** – After receiving the freeze committee approval email from HR, the first workflow is either modifying your position or creating your new position in the Position Management (orange) screen. Most positions should already be in PeopleAdmin for you to modify, only brand new positions you will have to create from “scratch.”
  - o How to Modify a Position - <http://www.marshall.edu/human-resources/files/Modifying-a-Position-in-PeopleAdmin.pdf>
  - o How to Create a Brand New Position - <http://www.marshall.edu/human-resources/files/Creating-a-Position-in-Position-Management.pdf>

When the position is approved in the system, you will be contacted by Human Resources to complete the next step, Creating Your Posting for Applicants to Apply.

## **3. Third Step – Creating Your Posting in PeopleAdmin for Applicants to Apply (Workflow 2)**

- a. **Workflow 2** - This is creating your posting for applicants to apply in the Applicant Tracking (blue) screen. This information will be pulled from what you entered into the Position Management (orange) screen. You will assign a search committee to the position posting.
  - o How to Create Your Posting - <http://www.marshall.edu/human-resources/files/Creating-a-Posting-for-Applicant-Tracking-1.pdf>

## **4. Fourth Step – Reviewing Applications and Moving Candidates in PeopleAdmin**

**Please Note: No new hire paperwork will be accepted unless the appropriate steps have been taken to move your candidate through the Application and Interview processes in PeopleAdmin.**

When the position is posted, the search committee will be charged with performing an equitable and fair search. **Please ensure that each search committee member has received the [Search Committee training within the past two years](#).** The training is now online and can be found on the Human Resource Services webpage under the Training tab.

The Search Committee Chair is responsible for moving the applicants to the appropriate workflows for accurate reporting and tracking. The instructions on moving the candidates to the appropriate workflows can be found at <http://www.marshall.edu/human-resources/files/Search-Committee-Chair-Instructions.pdf>. These instructions also include how to view the applicants in PeopleAdmin. We also have instructions for Search Committee Members at <http://www.marshall.edu/human-resources/files/Search-Committee-Member-Instructions.pdf>.

- The candidates for the **Non-Classified, Classified-Exempt, Faculty and MURC** positions must be approved by the [Office of Equity Programs](#) before any interview may take place in the process. The Equity Programs Office will review applicants and approve them to be interviewed. An email will be sent to the Search Committee Chair that they have been approved for interview. If you have any questions about the Equity Review process, you can contact the Equity Programs Office at 304-696-2597 or email [eeoaa@marshall.edu](mailto:eeoaa@marshall.edu).
- The candidates for the **Classified Non-Exempt** positions **do not** have to be approved by the Office of Equity Programs. The internal applicants are released first as they receive the hiring priority.
  - The search committee is responsible for determining if the internal candidates is qualified for the position. If the internal is not qualified, the search committee chair will need to move the candidate to “Did Not Meet Minimum Qualifications.” To release the external candidates, the Search Committee Chair will email the Human Resources Director with **justification** as to why the internal candidate(s) did not meet the minimum qualifications.
  - The candidates that are interviewed must be moved to “Interview” status in PeopleAdmin for accurate reporting and tracking.

## 5. Fifth Step – Hiring Your Successful Candidate

After completing the interview process and have decided on your successful candidate, you will need to complete the paperwork and move your candidate to *Finalist/Recommend to Hire (Proposed Hire)* in PeopleAdmin.

- **Non-classified, Classified-exempt, Faculty and MURC positions** - you will complete the [Proposed Appointment Form](#). You can also find this form on the [HR Forms](#) page under the Recruitment tab. **When Human Resource receives the approved form with all the signatures required, HR will contact you with the permission to offer to your candidate. An offer should not be presented to your candidate until you have received this permission to offer communication.**
- **Faculty (except School of Medicine Faculty Positions)** – Academic Affairs will require the department to complete the [Brief Applicant Information Form](#) (BAIF), a copy of the offer letter, and submit the official transcripts.
- **Classified Non-exempt positions** - you will complete the [Candidate Disposition Form](#). You can also find this form on the [HR Forms](#) Online under the Recruitment tab. When Human Resources receives the approved form with all the signatures required, HR will contact you with the permission to offer to your candidate. **An offer should not be presented to your candidate until you have received this permission to offer communication.**

## 6. Sixth Step – Onboarding Your New Employee

When your candidate accepts the position, paperwork must be processed to enter your new employee into the systems (in example – Banner and Time-Clock Plus).

**Brand New Staff** – Human Resource Services will complete brand new staff’s employment paperwork.

- a. [Personnel Action Request Form \(PAR\)](#)
- b. [USCIS I-9 form](#) – This verifies that they are eligible to work in the United States.
- c. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
- d. Electronic Background Check
- e. Enroll the New Staff Member in a Benefits Session

**Current Staff** – The department is responsible for handling the paperwork for hiring the current employee.

1. [Personnel Action Request Form \(PAR\)](#)
2. [Employee Data Corrections Request Form](#) – This will update their campus information.

**Brand New Faculty** - The department is responsible for handling the paperwork for hiring new faculty members.

1. [Personnel Action Request Form \(PAR\)](#)
2. [USCIS I-9 form](#) – This verifies that they are eligible to work in the United States.
3. Payroll Forms – Direct Deposit/Pay Card Form, Federal and State Tax Forms
4. Electronic Background Check.
5. Enroll the Faculty Member in a [Benefits Session](#)

**Current Faculty** - The department is responsible for handling the paperwork for hiring current faculty members.

1. [Personnel Action Request Form \(PAR\)](#)
2. [Employee Data Corrections Request Form](#) – This will update their campus information.