



## Administrative Procedure

### MU-HR-AP-13

### Classified Recruiting

Number: MU-HR-AP-13	Name: Classified Recruiting	Responsible Unit: Human Resources
Purpose: This administrative procedure is provided for the purpose of advancing the provisions of Marshall University Board of Governors Policy HR-13, Classified Recruiting. Marshall University believes hiring qualified individuals to fill positions contributes to the overall success of the University.		
Effective Date: 10/2004		Last Revision Date: 01/2009, 5/2021
Approved by: Director of Human Resources		Approval Date: 05/07/2021

#### Definitions

As defined in West Virginia State Code Section [§18B-9A-2](#), a *classified employee* means “regular full-time or regular part-time employee of an organization who: (i) does not meet the duties test for exempt status under the provisions of the Fair Labor Standards Act; and (ii) is not otherwise a non-classified employee designated pursuant to subdivision (11) of this section: Provided, That any employee of an organization who was a classified employee as of January 1, 2017, retains that status unless otherwise deemed a non-classified employee.

A *classified position* may be either non-exempt or exempt according to the U.S. Fair Labor Standards Act (FLSA). The FLSA defines non-exempt as a status in which an incumbent is eligible to earn overtime pay or compensatory time off. The FLSA defines exempt as a status in which an incumbent is ineligible to earn overtime pay or compensatory time off.

House Bill 2542 passed on March 14, 2017 allows for creating stable, self-regulating human resource policies capable of evolving to meet changing needs and providing institutional flexibility with meaningful accountability. In regards to recruitment, the bill allows the organization to maximize the recruitment, motivation and retention of highly qualified candidates/employees ([§18B-7-1](#)).

#### RECRUITMENT

#### RECRUITING AUTHORIZATIONS AND PUBLISHING JOB VACANCIES

The department **must** receive authorization to recruit for their open positions. The department will submit a recruiting authorization form to be reviewed for approval by the freeze committee or appropriate authority. The search process guide can be found on the Human Resources website in the PeopleAdmin Resources under the Manager/Supervisor Resources tab. In addition, the appropriate authorization forms can be found on the Human Resource Services website in the Forms, Policies and Procedures tab.

Human Resource Services will post the vacancy in the Applicant Tracking System after the position has been approved by the appropriate authorities. The postings will be posted in the Applicant Tracking System as open until filled or until a sufficient level of applications have been received.

### QUALIFICATIONS

Each classified position has a [Master Job Specification](#) that must be followed with regards to the requirements of education and experience for a position. These specifications were developed in conjunction by the WV Higher Education Policy Commission and Marshall University. The departments may not specify education/experience requirements that exceed those set forth in the master job specification for that position.

Marshall University Human Resource Services may use [Educational Equivalencies](#) in determining if a potential applicant meets the minimum education requirements as defined in the position description. The experience must be significantly related to the position. Significant position related experience is defined as working in a role where the essential job functions are primarily the same as the job in which an applicant is applying.

### CANDIDATE APPLICATION PROCESS

The external and internal candidates who apply for the vacancies at the University are equally considered during the recruitment process. The University will facilitate that the best, qualified candidate will be recruited for the vacant position.

The employment application must be completed by the applicant for each vacancy in its entirety in the Applicant Tracking System to be considered for a position. Applicants are responsible for keeping their applications up-to-date, for making any corrections and for providing any information that is appropriate for their application.

### CONDUCTING THE SEARCH

A search committee is required for all positions. The members are required to take the search training every two years to ensure understanding of the search process after a position vacancy is posted. The committee and Equity Programs will review the applications for the positions and act to ensure that affirmative action and equal employment opportunity are provided. The search chair is required to submit each candidate in the Applicant Tracking System to Equity Programs before proceeding with an interview.

Equity Programs is responsible for providing affirmative action and equal employment opportunities assurance for each position. Equity Programs will determine if the position is underutilized. "Underutilized" refers to a circumstance in which fewer female and minorities have been employed. If a position is underutilized, Equity Programs will review the demographics and may request the inclusion of one or more persons to interview who would remedy the underutilization.

#### CLOSURE OF THE RECRUITMENT PROCESS AND REVIEW OF APPROVAL TO HIRE

The hiring department will complete the appropriate hiring authorization and submit to Equity Programs for review. Equity Programs will determine if equal employment opportunity was provided and if any affirmative action that was needed has been taken. After Equity Programs has approved and completed the hiring authorization process, Human Resource Services will contact the department to notify them that permission has been received to offer to their successful candidate.

When the successful candidate accepts the position, a background check must be completed prior to their start date. All new employees in staff positions will be onboarded by Human Resource Services to ensure completion of all new hire paperwork.