



Applies to:	Marshall University Facilities and Operations
Title:	Hiring Committee Guidance Document
Number:	MU-FO-02.02
Effective Date:	05/01/2026
Last Revision Date:	07/25/2025

PURPOSE: To document the policy concerning Hiring Committee procedures.

SCOPE: Applies to all classified staff positions within Facilities & Operations.

REFERENCES:

- Attachment A: Facilities and Operations Job Duties and Expectations
- Human Resource Services (Marshall Web-page).
- Benefits Summary
 - Link: <https://www.marshall.edu/human-resources/files/Benefits-at-a-Glance-2024.pdf>

DISCUSSION:

- Consistency in candidate search committees is essential for fairness, transparency, legal compliance, and overall effectiveness in selecting the best candidate for the position.
- The hiring committee must adhere to all protocols and guidance provided by Human Resources (HR) and ensure all necessary actions are completed in the People Admin system as directed by HR.
- Positions must be posted for a minimum of two weeks before interviews may begin. Interviews should be scheduled as soon as possible thereafter.
- Shop Manager or Leads are required to be the Chair of hiring committees for vacancies in their department.

PROCEDURE / POLICY:

1. Review Candidate Applications

- The hiring committee reviews each candidate's application and resume (if provided).
- Compare each candidate’s qualifications to both the required and preferred criteria for the position.
 - **Note:** If a valid driver’s license is listed as a requirement, a candidate’s possession or lack thereof does not automatically determine their qualification status.

2. Categorize Candidates

- Exceeds minimum requirements.
 - Interview candidates who "exceed" the minimum requirements first.
- Meets minimum requirements.



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- If no acceptable candidates are found in the first round, proceed to interview candidates who "meet" the minimum requirements.
- Does not meet minimum requirements.
 - Candidates who do not meet the minimum requirements are not interviewed.

3. Interview Process

- **Initial Screening (Phone Call)**

The purpose of this initial phone screening is to confirm the candidate's continued interest in the position and ensure alignment with key job requirements. It is recommended that this step be completed prior to submitting interview requests in PeopleAdmin.

Screening Steps:

- Confirm Interest:
 - Ask the candidate if they are still interested in the position.
 - Provide Position Overview:
 - Share a brief summary of the job description, including pay and benefits, as listed in the position posting.
 - Discuss Work Schedule:
 - Inform the candidate of the required shift (e.g., day, evening, weekend).
 - Driver's License Requirement (if applicable):
 - Confirm whether the candidate currently holds a valid driver's license.
 - If not, ask if they would be able to obtain one within 90 days of employment.
 - Candidates who do not possess a valid driver's license and are unable to obtain one within 90 days are not eligible to proceed to the in-person interview stage.
 - Answer Questions:
 - Invite the candidate to ask any questions they may have about the position.
- **Interview (In-Person Interview):**
 - Provide the candidate with a copy of the job posting from the website.
 - Provide a copy of the benefits document from HR.
 - Review Facilities and Operations Job Duties and Expectations (Attachment A) with the candidate.
 - Conduct interview using questions prepared by the hiring committee.
 - For positions that require a valid driver's license and candidates do not currently have a license but stated they will obtain one within 90 days of employment, confirm the candidate understands that they must have a license within 90 days of employment.

4. People Administration

Multiple steps in the process require the Chair of the hiring committee to submit information in People Admin (such as request for interview and recommendations for hire). In the past there have been delays for various reasons after these submissions have been performed. As a result, when



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submissions of this nature occur, please send an email to HR to confirm they did in fact receive each submission. The email can go to the specific HR person responsible for new hires or it can be sent to human-resources@marshall.edu.

This procedure ensures a structured, efficient, and consistent approach to hiring, aligned with HR guidelines and fair candidate evaluation.

REVISION HISTORY:

- 07/25/25 – Initial revision.
- 05/01/26 – Revised to add Facilities and Operations Job Duties and Expectations.



ATTACHMENT A



Facilities and Operations Job Duties and Expectations

The following topics (as applicable) are required to be reviewed with each Facilities and Operations new employee during the interview AND orientation process:

Tools

Employees are issued hand tools by the University if applicable. Your manager will provide you with these tools and will require you to sign a tool agreement document.

On Call Duty

Employees will be required to be on “call out” to address any issues that come up on campus during off hours.

Essential Employee Status

All Facilities & Operations employees are considered “Essential/critical/emergency” personnel and therefore are required to report to work or place on stand-by even when the University is closed, delayed, etc.

Overtime

Employees will be required to work overtime. We will do all we can to provide ample prior notice, but it must be understood that this can and will occur at short notice.

Work Ethic

It is important for you as a new employee to understand that although you may be working in one department/shop, at times you may be asked to perform activities that are typically performed by another shop. We are looking for employees who are team players and are willing to help regardless of the task.

Expectations for New Employees:

- Good attendance
- Come to work on time.
- Be prepared for work (attire, hygiene, attitude, etc.)
- Good effort
- Professional attitude