Facilities & Operations **POLICY GUIDELINES**

Applies to:	**Marshall University Facilities & Operations**
Title:	**Hiring Committee Guidance Document**
Number:	**MU-PP-02.02**
Effective Date:	**07/25/2025**
Last Revision Date:	N/A

PURPOSE: To document the policy concerning Hiring Committee procedures.

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

REFERENCES:
- 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.
  - 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.

- o Conduct interview using questions prepared by the hiring committee.
- o 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 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:

- Revision 0 – Initial revision.