

# How to Conduct the Search and Complete the Hiring Process for Full-Time faculty and Full-Time and Part-Time Staff

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### Supervisor/HM: Getting Started

You will receive a system-generated e-mail from HR letting you know when you may begin your review of applicants. Please log into the PeopleAdmin hiring manager's site by using the following instructions:

Go to <u>www.fairmontstate.edu</u>, under Quick Links, select myFairmontState. Click on LOGIN button>Enter your UCA and password>Click on icon, HR PeopleAdmin.

my 🗲								
Welcome	Campus Resources							
		Webmail	FELIX	Library	Emergency Notification	Argos	Banner 9 Banner9	PeopleAdmin

You, as the supervisor/hiring manager, may activate the guest user account (see instructions for creating a guest user account below) as soon as the posting changes to the status of "Approved by AA/Search Committee Review (closed)." An automatic system-generated email notification will be sent to the hiring manager when the posting moves to this status. Once the guest user account is activated and search committee members have been notified, they may log into the hiring manager's site to view the applicants. Search committee members are <u>only</u> able to view the applicants to the requisition(s) to which they are assigned and are not permitted to take action on any of the applicants. When the requisition is filled, the guest user name and password are automatically deactivated.

### Supervisor/HM: Instructions for Activating Guest User Account

- 1. After logging into the system as the Supervisor/HM, click view under appropriate position title.
- 2. Scroll down and click continue to next page until you reach the guest user tab.
- 3. Click the blue link called **Activate Guest User**. The system automatically assigns a user name for the requisition which will be GU#####.
- 4. Enter a password (between 6 and 20 characters)
- 5. When finished, click the continue to next page button until you reach the view posting summary page.
- 6. The save radio button is automatically checked.
- 7. Click the continue to next page button to go to the confirmation page.
- 8. Press confirm to complete this step.
- 9. Please give the user name and password to all of the search committee members.

### Search Committee: Logging in and Reviewing Online Applicants

Go to www.fairmontstatejobs.com/hr then click on the "Guest User Login" link as shown below.

FA UN	IRMONT STATE Office of Human Resources Hiring Manager's Site
ISERS CREATE USER ACCOUNT	User Login
	Note: You are about to login to a secure system. When you are finished, please logout and close your web browser to ensure others cannot access the information in the system.
CONDUCTING SEARCH AND COMPLETING HIRING PROCESS STAPE INTERVIEW EVALUATION PORM PRE-ENFLOYMENT INQUIRY OUTDR	Attention Guest Users: If you are serving on a search committee and have been provided a guest user account and password by the chair of a himg committee, please click on the "Guest User Logn" link. This will be you directly to the gives user logn areas to that you may log to RoeplaAdmin. You may also scroll down to the guest user logn area located at the bottom of this page.
HACULTY AND STAFF WOMPLOW HISTOR PROPOSAL QUICK GUIDE	Login with your Fairmont State UCA
	Guest User Login. Click here

After clicking on **Guest User Login**, the following screen will appear. Enter the **User name** and **password** given to you by the search committee chair.

Guest User Login	1
User Name: Password: LOGIN You are about to log in to a secure system. When you are finished, please click Logout to ensure that others with access to your computer cannot view the information in the system.	This information provided by search committee chair

#### Search Committee: How to View and/or Print 'All' Applications/Documents

Once logged into the site:

- 1. Click view located under the position title (1st column).
- 2. This will bring up all tabs for this position.
- 3. You will automatically be taken into the applicant tab.
- 4. Click (on the far right) all in the all/none column.
- 5. This will automatically check off all applicants.
- 6. Scroll to bottom of page and click button called view multiple applications or view multiple documents.
- 7. A window will appear showing all applications or documents.
- 8. From there, all applications or documents may be printed or viewed as desired.
- 9. <u>Helpful Hint:</u> information in any of the columns may be sorted by clicking on arrow in column heading.

### Search Committee: How to View and/or Print only 'Selected' Applications/Documents

Once logged into the site:

- 1. Click view located under the position title (1st column).
- 2. This will bring up all tabs for this position.
- 3. You will automatically be taken into the applicant tab.
- 4. Check the applicable boxes for only those applications/documents you want to view/print.
- 5. Scroll down to bottom of page and click button called view multiple applications or view multiple documents.
- 6. A window will appear showing only the checked applications or documents. From there, all applications or documents may be printed or viewed as desired.

### Search Committee: Detailed Instructions with Screen Shots

If you would like more detailed instructions with screen shots relating to how to view, print, applicant materials, you may view or download a document called "**How to review applicants online (Search Committee/Guest Users)**." It is located on the Human Resources web page as follows:

- 1. Go to www.fairmontstate.edu
- 2. Click on Faculty & Staff>Faculty-Staff Resources
- 3. Under Administration, click on Human Resources
- 4. Scroll down, click on the Current Employees button.
- 5. Click on Hiring Manager Toolkit.

- 6. Under the section called Position Descriptions and Employment Process, click on Search Committee Forms and Information.
- 7. Click on How to review applicants online (Search Committee/Guest Users).

### Supervisor/HM: Recommending the Hire

- 1. Once the search is completed and a successful candidate has been identified, the supervisor/hiring manager will initiate the online hiring proposal in PeopleAdmin.
- 2. Once logged into PeopleAdmin, be sure to be logged in with Supervisor/HM user type; click view under the position's title. This will bring you into the applicants tab.
- 3. Change <u>all</u> non-selected applicants to either interviewed not hired or not interviewed –not hired and select a "not hired reason" from the dropdown menu. Select Continue to Confirm Page and save status changes.
- 4. Change the applicant status of the person you want to hire to interviewed, recommend for hire.
- 5. Click the Begin Hiring Proposal link (note: this link will appear <u>after</u> you change an applicant's status to <u>"interviewed, recommend for hire"</u>)
- 6. Complete hiring proposal fields then click Continue to Next Page until you reach the summary page (for specific details about completing the hiring proposal fields, see "Completing hiring proposal fields" on page 4 of this guide).
- 7. Select radio button for appropriate next level (for specific details about choosing the appropriate next level supervisor, please see section entitled "Choosing appropriate next level supervisor" on page 5 of this guide).
- 8. Click Continue then Confirm.
- Once you've completed the hiring proposal, you will be brought back to the posting and will see that the status of the candidate being recommended for hire has been changed to "Hiring Proposal in Process." Click Cancel then Confirm Cancel to exit the posting.

### **Completing Interview Evaluation Forms (Staff Hires)**

Hiring Managers are responsible for ensuring the completion of Interview Evaluation Forms for all full time classified and non-classified staff positions. Forms are located on the hiring manager site >> see menu item in the left-hand navigational area (lower left) called Staff Interview Evaluation Forms. Direct link to the evaluation form:

https://www.fairmontstate.edu/files/institutionalforms/formrepo/Confidential%20Interview%20Evaluation%20Form %20-%20Revised 07 01 2019.pdf

For permission to use specialized interview forms, please send request and proposed interview form to the VP for Human Resources.

IMPORTANT: Individual interview evaluation forms must be completed and sent to Human Resources for all interviews conducted. Points are assigned to each applicant for ranking purposes. Evaluations forms must be printed legibly in ink or typed. Interviewer(s) **must sign each evaluation form** and **supply comments under** *all* **sections.** 

Human Resources will contact the successful applicant once the hiring proposal reaches the status of "Offer Position/Hire Approved" in PeopleAdmin AND upon receipt/review of the Interview Evaluation Forms.

## **Completing Hiring Proposal Fields**

Most of the information needed for the hire will pull directly over from the approved position description; however, there are still a few fields that will need to be entered. Some fields are required while others are optional.

For example:

- Requested Effective Date (upon approval):
- **Faculty Working Title (optional field):** If you would like to change the "working title" for a **faculty hire**, please enter it in this field. Please leave this field blank if you are recommending a *staff* hire.
- Supv/HM Comment (optional field): If you want to make a comment relating to salary negotiation to upper level administration or Human Resources, please do so in the "Supv/HM Salary Comment" field.
- **Budget Approved Salary Section:** This section is for informational purposes. The salary that is prepopulated here is the <u>budget-approved salary</u> that has been set aside for this position.
- **Salary Offer Section:** This section needs to be completed for all offers. Without administrative/budget approval, maximum salary offer may not exceed the budget approved salary.

### Choosing appropriate next level approver

✓ If you report DIRECTLY to a Cabinet Administrator/Provost, submit hire request to <u>Cabinet/Provost</u>.

For example, if a supervisor/hiring manager reports directly to a cabinet level administrator, this is how the supervisory fields should appear prior to the supervisor submitting a hiring proposal to the next level approver:

Supervisor/Hiring Manager	Supervisor's Name
Responsible Sr. Level Hiring Manager:	No response

✓ If you as the Supervisor/Hiring Manager <u>do not</u> report directly to a Cabinet Level Administrator or Provost, this means you report to a "Senior Level Hiring Manager." <u>Please</u> make sure that the Senior Level Hiring Manager name appears on the hiring proposal <u>prior</u> to submission. Otherwise, the hire approval process will be delayed.

For example, if a supervisor does <u>not</u> report directly to a cabinet level administrator, this is how the supervisory fields should appear prior to submitting a hiring proposal to the next level approver.

Supervisor/Hiring Manager	Supervisor's Name
Responsible Sr. Level Hiring Manager:	Sr Level Hiring Manager's Name

✓ If the supervisor or senior level supervisor of the position needs to be changed, you may make the change by selecting the correct supervisor or senior level supervisor on the Hiring Proposal prior to submitting it to the next approver.

#### **IMPORTANT:**

- ✓ Please do not assign <u>yourself</u> as the Supervisor/HM AND the Senior Level HM.
- ✓ Please do not assign more than one supervisor/HM to the hiring proposal.

#### Offer to the Candidate

#### FACULTY/FEAP and STAFF OFFERS

Only Human Resources is authorized to make Faculty, FEAP and Staff offers *(this does not apply to adjunct positions)*. For faculty positions, the VP for HR will review the proposed salary and adjust if necessary, in consultation with the Provost, Dean and/or Chair. **Search committee members are NOT to discuss salary or terms of employment with candidates.** All questions should be referred to Human Resources.

Once the hiring proposal is "approved" by all upper level administration, including the president, HR will offer the position.

Effective hire dates: If needed, HR will change the requested hire date in order to meet state deadlines.

**Important:** If for some reason HR does <u>not</u> obtain state approval prior to the hire date, the Supervisor/HM will be contacted so that a new hire date can be set. Otherwise, the successful candidate will start on the hire date as originally planned.

#### E-mail Notifications to the Supervisor/HM and Candidates

#### **IF OFFER IS ACCEPTED:**

If the candidate accepts HR's verbal offer, the supervisor/hiring manager will receive a "systemgenerated" e-mail which will contain the <u>tentative</u> hire date.

Once a candidate verbally accepts the offer and provided that the candidate is a **new hire**, s/he will receive an e-mail confirming the verbal offer. The e-mail to a new hire will also provide a link to mandatory employment forms. The candidate will be instructed to print out the employment forms (tax and I-9 forms, etc.) and bring them into the payroll office. HR will mail hard copies to any employee who does not have an e-mail address.

If the candidate is **not** a new hire, the e-mail will only confirm the verbal offer and the tentative hire date.

#### IF OFFER IS DECLINED:

If the candidate declines the verbal offer, the supervisor/hiring manager will receive a "system-generated" e-mail. The e-mail will inform the supervisor/hiring manager that once HR cancels the hiring proposal, s/he will receive further instructions.

#### E-MAIL NOTIFICATIONS TO ALL APPLICANTS:

Once a candidate has been hired and the hiring proposal has been approved, applicants will be notified through a system-generated e-mail that the position has been filled.

### What to do if a Hiring Proposal is Canceled

If the Cabinet/Provost or President denies the hiring proposal <u>or</u> the candidate declines HR's verbal offer, HR will cancel the hiring proposal. Once the hiring proposal is canceled, the supervisor/hiring manager, senior level hiring manager, and Cabinet/Provost will receive an e-mail. The e-mail will ask that the supervisor/hiring manager meet with appropriate upper level administration so that one of the following options may be chosen.

- 1. Complete a new hiring proposal for the second choice candidate OR There is no need for the Supervisor/HM to contact HR if this is the option chosen – the Supervisor/HM will just go to the second choice applicant who is in the "inactive applicant" section and change the applicant status from "interviewed, not hired," to "interviewed, recommend for hire" and then begin a new hiring proposal.
- 2. Extend the search to gather more applicants OR Please e-mail the new closed date to: <u>HR@fairmontstate.edu</u>. Please include the title of the position and requisition number in the request.
- **3.** Cancel the requisition (posting) without filling. Please e-mail cancellation request to: <u>HR@fairmontstate.edu</u> Please include the title of the position and requisition number in the request.

#### **State Processing**

Once the hiring proposal has been approved in PeopleAdmin, payroll will then enter a hiring document into OASIS for state approval. It may take from two to three weeks to obtain approval.

The Benefits Coordinator will receive automated emails through the system notifying her of all pending hires. The Coordinator will contact all benefits-eligible employees to set up a benefits counseling session. As usual, faculty hired for the fall semester will attend a faculty orientation session mid-August.

IMPORTANT: As a reminder, an employee may <u>not</u> begin working until the state approves the hire. If for any reason the hire is not approved by the tentative hire date, the employee and supervisor will be contacted in order to schedule a new hire date; otherwise, the candidate will be authorized to start working on the hire date as originally planned.