FAIRMONT STATE UNIVERSITY™

STAFF HIRING PRACTICES AND PROCEDURES

The following practices and procedures need to be followed when hiring staff. For information on faculty hiring practices and procedures, please consult the *Faculty Handbook*.

Filling a staff position

1. When a staff vacancy occurs (*position number already exists*), the first step for the supervisor is to begin a "**modify/reclassify existing Faculty/FEAP/Non-Classified Position Description**" action inside the Hiring Manager's Site. Link to instructions: https://www.fairmontstate.edu/files/institutionalforms/formrepo/how-to-modify-and-or-reclassify-and-request-to-fill-an-existing-faculty-feap-nc-staff-pd-revised-2017-06-21.pdf

2. If the position is brand new (*position number does not exist*), the first step for the supervisor is to start an action on a "**New Faculty/FEAP/Non-Classified Staff Position Description**." Link to Instructions: https://www.fairmontstate.edu/files/institutionalforms/formrepo/how-to-create-and-request-to-fill-a-new-faculty-feap-non-classified-staff-position-revised-2017-06-21.pdf

3. After the position has been approved by everyone in the approval hierarchy and reaches Human Resources, HR will create a requisition (posting) and will post and advertise.

4. Individuals who are interested in the position will apply online and the hiring manager and search committee will have the ability to review the applicants once the requisition status reaches "*Approved by AA/Search Committee Review (closed).*"

   ➢ Note: There are some questions that cannot be asked of candidates and topics that may not be discussed in relation to the hiring process. Search committee members must be alert to avoid discussing candidates or talking with them in a way that might be considered as discriminatory.

4. Once the successful candidate has been identified, the supervisor should take the following steps to complete the hire:
   a) Submit all fully completed and signed interview evaluation rating forms to the Human Resources Office for all candidates who were interviwed.
   b) Log into the Hiring Manager's site via QuickLinks>myFairmontState and change all applicant statuses to either "**interviewed**" or "**not interviewed**" associating a reason with each.
   b) Change the recommended hire's applicant status to "**interviewed, recommend for hire**." Once this status has been changed, begin the online hiring proposal by clicking on "**begin hiring proposal.**"
   c) Complete hiring proposal fields and continue to next page until reaching the summary page. Submit to next level approver.

5. Once everyone has approved the hiring proposal in the approval hierarchy, HR will extend the offer. Once the offer has been accepted (or declined), the supervisor will receive a system-generated e-mail. If the position was accepted, the e-mail will contain the tentative hire date for the candidate. If the position was declined, the hiring proposal for the candidate will be canceled and the supervisor/hiring manager will receive further instructions.

   IMPORTANT: An employee may not begin working until the ESMT document has been approved by the State in OASIS. If for any reason the hire is not approved by the tentative hire date, the employee and supervisor will be contacted in order to reschedule a new hire date. Otherwise, the employee may begin working on the tentative hire date as originally planned.