

RECRUITMENT PROCESS: CLASSIFIED STAFF

(UAHR = campus Human Resources Office; LHRO = Library Human Resources Office)

IMPORTANT: *In general, the process for selecting a replacement can begin as soon as the resignation letter, including a statement regarding the last day of work, has been received. The Position Classification Questionnaire (PCQ) can be reviewed, notification to UAHR can be done, and the position can be posted. The replacement cannot start in the new position, however, until the day that the incumbent has vacated the position.*

DECISIONS TO POST A POSITION

The supervisor and the director of the division make a decision about whether they want to fill the position as is. If so, the director provides a brief statement of duties and justification to the administrative group for its use in reviewing and discussing the position, and in determining whether the position should be posted in-house first or be posted in UAHR from the outset.

The LHRO gives the most recent PCQ to the supervisor, who will make changes, sign, and provide new dates for the PCQ, as needed. PCQs *must* be updated a). if they are two years old or older; b). if signatures are by individuals no longer in the supervisory positions; or c). if the duties of the position have changed more than 10%. If nothing else, signatures and dates should be less than two years old. Usually the line “Department Head’s Approval of PCQ” is signed by the department head and division director, followed by the Head, Library Human Resources Department.

EMPLOYMENT MANAGEMENT SYSTEM (EMS)

The Executive Committee meets each Monday to review all requests to exempt positions from the hiring freeze. In order to route requests through the campus approval chain, the supervisor must submit to the LHRO by noon Wednesday a justification to advertise the position.

Only with the approval of the Dean or the Associate Dean and the Executive Committee can posting of the position proceed.

THE POSITION DESCRIPTION

The supervisor reviews the most recent position posting (supplied by LHRO) and makes necessary changes. The posting should include a). a working title for the position (e.g., Library Human Resources Manager) in addition to the classification title (e.g., Administrative Assistant II); and b). the title of the supervisor to whom the employee reports. The supervisor also needs to:

- Decide whether UAHR should forward only those applicants who have both minimum qualifications and preferred qualifications as well, or just minimum qualifications;
- Provide a desired start date (There is a minimum two-week posting period, if UAHR advertises the position); and
- Supply her/his email address, since applications coming through UAHR will be sent electronically to the interviewer’s email address.

[Notes: The posting itself is sent out under the signature of the Head, Library Human Resources Department. Labor Market Special Entry Rates have only been considered to date for Computer Support Specialist positions.]

POSTING THE POSITION

IN-HOUSE POSTING

A three-day in-house posting of positions is generally done for all positions above the LAT I level in order to encourage library career development and to help boost library employee morale. (In the past, all positions were posted in-house for three days. The more recent trend has been to post positions above LAT I in-house and to send LAT I positions directly to UAHR. While the preference is to post three days in-house, the administrative group and the Dean will make the final determination, on a case-by-case basis, of how a classified position will be posted.)

A position posted in-house—whether only in-house or initially in-house—must be posted for at least “three full days.” The time it takes to distribute the posting and to enable employees to see and consider applying should be taken into account before setting a closing date. All employees should be given ample opportunity for applying. Position postings are emailed to the library discussion list and posted on the bulletin board opposite the staff lounge. In-house only positions are not posted on the StaffWeb because the StaffWeb can be viewed by the public.

[Note: The LHRO maintains the bulletin board for posting and removing position postings.]

EXTERNAL POSTING

The administrative group and the Dean will make the final decision whether to post a position externally from the start and not offer a three-day in-house posting. If the position is advertised externally through UAHR, LHRO also posts the position vacancy on the Library StaffWeb. This posting will remain on the StaffWeb and the UAHR Web site until the position has been closed. As a courtesy and convenience for library staff, position postings are also emailed to the library discussion list and posted on the bulletin board opposite the staff lounge.

MAKING THE DECISION TO OFFER

SELECTING AN IN-HOUSE APPLICANT

Only current appointed employees may be considered in the in-house applicant pool; hourly applicants are not considered in-house applicants.

Each in-house candidate must have an application on file in UAHR so that UAHR staff can review applications against minimum qualifications for the position. *Library employees are encouraged to keep their applications current in UAHR.*

The supervisor (interviewer) who is hiring requests LHRO to close the application period for the position. Either they have interviewed sufficient qualified applicants to know there will be a satisfactory pool from which to choose or they have decided to post the position externally through UAHR.

The interviewer discusses the choice with the division director, having considered all information supplied from references, the application forms, the interviews, work history, etc.

The interviewer completes the “Applicant Worksheet Recruitment Summary Form” (supplied by LHRO) and gives it, along with all applications, to the Head, Library Human Resources Department for discussion, review, approval, and signature, to make sure that an *informed* decision is being made about the candidate. The in-house employee selected must meet *all* of the minimum qualifications. Selectors must be prepared to fully justify the selection of an in-house applicant. The goal cannot be to try to “make” someone qualified.

Since University Libraries, and not UA Human Resources, is responsible for the final selection, the Head, Library Human Resources Department will also review the report for such things as: a comparison of the number of applicants who applied for the position to the number interviewed, the appropriateness of assigned categories for applicants’ qualifications (or lack thereof), etc., and will ask any pertinent questions regarding the applicants.

If any questions have arisen with respect to the candidate’s performance record, attendance, etc., the Head, Library Human Resources Department will discuss the situation with the supervisor, the appropriate division director, and/or the Dean or Associate Dean.

When the person has been selected, the LHRO will notify UAHR that we want to hire the preferred applicant. UAHR will then check their files on the selected applicant and confirm that the applicant’s qualifications meet the stated minimum required qualifications.

Only after we have confirmation from UAHR that the preferred in-house applicant is qualified for the position should the position be offered verbally to the in-house applicant and the start date be negotiated.

If a suitable in-house candidate cannot be found, the interviewer requests LHRO to post the position externally with UAHR.

SELECTING AN EXTERNAL APPLICANT

The supervisor (interviewer) who is hiring requests LHRO to close the application period for the position. Either they have interviewed sufficient qualified applicants to know there will be a satisfactory pool from which to choose or they have received such a number of applications that they are sure they will be able to make a choice.

The LHRO requests UAHR to close the position and to send (fax) the “Applicant Worksheet Recruitment Summary Form” (RSF) to the LHRO. The LHRO gives the form to the interviewer to complete. The decision to offer the position cannot be made until the interviewer has received applications from everyone on the RSF.

The interviewer discusses the choice with the division director, having considered all information supplied from references, the application forms, the interviews, work history, etc.

The interviewer completes the RSF and gives it, along with all applications, to the Head, Library Human Resources Department for discussion, review, approval, and signature, to make sure that an *informed* decision is being made about the candidate. Since University Libraries, and not UA Human Resources, is responsible for the final selection, the Head, Library Human Resources Department will also review the report for such things as: a comparison of the number of applicants who applied for the position to the number interviewed, the appropriateness of assigned categories for applicants’ qualifications (or lack thereof), etc., and will ask any pertinent questions regarding the applicants.

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OFFERING THE POSITION

With the approval of the Head, Library Human Resources Department, the supervisor will call the selected candidate 1). to make the offer and 2). to negotiate a start date. (Mondays are preferred start dates so that the new employee receives orientation materials and can make important timely decisions about insurance, etc., within thirty days of starting work.) LHRO will compose and send the official letter of offer, along with orientation and other materials.

REGRET LETTERS

It is the responsibility of the interviewer to write, sign, and send a regret letter to each applicant for whom an application was received. (Those applicants with an * on the Recruitment Summary Form do not need to be sent a regret letter.) Sample regret letters are available from LHRO.

A copy of the regret letter should be stapled to each application.

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