

## Student OR Temporary Help

**1. Before contacting AAC/HR & Operations Supervisor: (if you have questions or need assistance with any of these please feel free to contact Kaitlin at [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu) or 5-4108)**

- Identify:
  - budget number(s) used to advertise and fund position (also know if funded by temporary grant, temporary non-grant, or permanent source)
  - full or part time
  - position title
  - location
  - pay range
  - expected start and expected end
  - work schedule summary
- Create a position summary. This is a few sentences that serves as an overview of the position.
- List at least 1 job duty function and the specific responsibilities associated with it. If you list multiple job duty functions, please identify what percentage of time each will account for. Identify whether each function is Essential or Marginal.
- List minimum qualifications & preferred qualifications
- Physical requirements and working conditions, if applicable
- Recruit at least 3 search committee members
- Posting must be advertised online for at least 3 days. Decide whether the committee would like to advertise for additional days, or if it should be "open until filled".
- (Optional) Special Instructions to applicants: where you can state if there is a first consideration date. This is typically used for postings that are open until filled.
- Identify advertising venues. Temporary and student postings need to be posted on the University website for at least 3 days. Additional venues are recommended but not required.
- Create interview questions to be reviewed by the AAC
- Create reference check questions to be reviewed by the AAC. These are somewhat standard and can be found on the HRS website: <https://uidaho.edu/human-resources/forms>

**\*\*Send the information requested above to [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu)\*\***

**2. AAC/HR & Operations Supervisor will look over the information and create a posting on PeopleAdmin.**

- Work with AAC to decide posting date, closing date, or open until filled
- AAC will contact you if any information is missing, needs to be updated, or is inappropriate for the posting

**3. Posting will go through approval steps that include AAC and HRS**

**4. Opening will be posted on University website until closing date or until filled (depending on what you chose earlier in the process)**

**5. Before beginning interview:**

- Send a list of those you wish to interview, with rationale for each, to [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu) for approval. The search committee will be notified when interviews can begin.
- Do not contact the interviewees before approval is received.
- All applicants must have been screened before interviews can begin
- All interviewees must meet all minimum qualifications.
- Send a list of those who do not meet minimum qualifications to [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu) for approval. The AAC will check to make sure that the applicants do not meet all minimum qualifications before they are removed from further consideration. Once they are transitioned to “does not meet minimum qualifications” they will receive an email stating that they are no longer being considered for the position.
- All electronic correspondence between applicants and search committee should be cc'd to [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu)

**6. Interviewing:**

- Interview guidelines are available at <https://www.uidaho.edu/human-resources/forms>
- Evaluation of candidates can only be based on job related factors
- Focus on tangible, measurable qualifications
- Remember that everything written during the selection process is discoverable

- Treat all candidates equally. This applies to the manner in which interviews are conducted. The same type of interview is required. For example, you cannot interview some candidates in person and others over the phone or videoconference. You must use the interview questions that were approved earlier in the process. You may ask follow-up questions if they are job related.
- Be aware of illegal/unethical interview questions related to: marital status, age, type of transportation used, children, how long they will work in this position, etc. For more information please schedule the Evaluating Applicants presentation with Kaitlin Flack [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu)

## 7. Reference Checks:

- Call listed references and ask the same questions for each candidate (those that were approved in Step 1)
- Only job related answers may be considered
- You may call off of the reference list if the candidate gives you permission to do so. However, please use caution if you are contacting their current supervisor. The candidate must explicitly tell you that you may contact their current supervisor if they are not listed as a reference.

## 8. Once you know who you would like to hire:

- Send the name of your top candidate, with rationale, to your AAC at [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu)
- A hiring proposal will be initiated by the AAC. Please have the following information ready:
  - salary/hourly wage at which the position will be offered at
  - funding source
  - why this is your top candidate
- The hiring proposal must be approved by AAC and HRS before any offer of employment may be made.
- Once the hiring proposal has been approved, the AAC will create an offer letter for the candidate. (This is a new addition to the ST/TH process). The search committee will contact the candidate and deliver the offer of employment contingent upon the completion of a successful background check (CBC).
- The candidate will need to sign the offer letter and send it back to the search committee who will then send it to the AAC at [kmflack@uidaho.edu](mailto:kmflack@uidaho.edu) before a CBC can be initiated.
- Once the offer letter has been returned, the AAC will transition the hiring proposal to HRS. The candidate will receive an email from HireRight with instructions as to how to authorize the CBC.

They have 14 days to do so before their account expires. The department will be charged regardless of whether the applicant authorizes the CBC.

- The results of the CBC will be sent to the AAC who will then inform the search committee that the offer of employment can now be made official. If the results are unsatisfactory, the search committee will need to identify their next top candidate.
- Upon successful completion of the CBC, the applicant will be officially hired and the position will be marked as "filled". At this time, all unsuccessful applicants will receive a generic, automatic email stating that they were not selected for the position. The search committee has the option of emailing/calling each candidate to inform them that they were not chosen for the position. The AAC can hold off on transitioning the position to "filled" if the search committee wants to send this additional email/phone call. Please let the AAC know this ASAP.

## **9. After filling the position:**

- The new hire MUST complete an I-9 work authorization form with HRS BEFORE they begin working for the University.
- An Electronic Personnel Action Form (EPAF) will need to be applied by the 2<sup>nd</sup> Tuesday of pay period. Please keep in contact with the AAC if the employee's first date has changed. The EPAF will be completed by the AAC.
- It is very important to let the AAC know when the employee's first day of work will be. The AAC must verify the first day of work for each employee. If the employee begins working without verification from the AAC, it is possible that not all employment paperwork has been completed which puts us at risk for a federal violation. Secondly, it is likely that an EPAF will not be processed for the employee on time which will result in a delay in pay for the new hire.
- Send all search documents to AAC who will retain them for 5 years. This includes screening forms, interview notes, reference check notes, and anything that was written on during the process. Remember that these documents are discoverable.

### **Notes:**

Contact the AAC before advancing to the next step during the hiring process. When in doubt, ask the AAC/HR & Operations Supervisor about the appropriate procedure. These steps are subject to change. Notice will be given whenever possible and/appropriate as deemed by the HR Business Partner, Director of Administrative Services, or AAC/HR & Operations Supervisor.