



## Human Resources Classified Recruitment Process 2009

### Checklist

This checklist is intended to assist you throughout the classified recruitment process, to answer questions as you proceed through the process, and to ensure compliance with Montana State University Bozeman Equal Employment Opportunity/Affirmative Action program and appropriate collective bargaining contracts. Any questions or concerns should be directed to:

Team M                      Kaye Ellen Ford, Personnel Associate, x 4823  
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Please note, all forms and reference materials listed in the following are available on our website at:  
<http://www.montana.edu/hr/ClassifiedRecruitment.htm>

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#### **I. ROLE OR POSITION DESCRIPTION**

- Review the most recent *Role Description* or *Position Description* to ensure the duties, knowledge, skills, abilities, and working conditions are accurately reflected. If they are not, update the Role or Position Description and submit an electronic copy with appropriate signatures (via Outlook Voting) to Human Resources at [hrrp\\_forms@montana.edu](mailto:hrrp_forms@montana.edu); a review of the revised Role or Position Description will be conducted to determine or confirm the appropriate title, wage, overtime status, and union affiliation. If you do not have a copy of the most recent Role or Position Description HR can provide a copy for you.

#### **II. INITIATE RECRUITMENT**

- Recruitment Authorization Form*: Complete the Recruitment Authorization Form (RAF) and submit to Human Resources.
- Vacancy Announcement*: Draft a new, or make necessary changes to the previous vacancy announcement and email to your Personnel Associate. Templates, samples and previous vacancy announcements can be obtained from HR. Upon completion, HR will post the Vacancy Announcement on the MSU website, appropriate bulletin boards, and with the Bozeman Job Service.
- Advertising*: HR will include your position vacancy in the MSU Chronicle Display Ad. When requested, (by indicating on the RAF), advertising in other newspapers may also be arranged. The costs for advertising will be billed to your department by HR.
- Templates and samples of select role descriptions, vacancy announcements, interview questions, reference check questions, applicant screening matrix & applicant screening summary matrix, and the post-interview scoring matrix are available on the HR website.
- The vacancy announcement, advertising, interview questions and reference questions may all be submitted and approved at this time, or may be approved at each step of the process as indicated below.

### III. SCREENING/SEARCH COMMITTEE

- The Hiring Authority chooses a Search Committee Chair (the Hiring Authority may also serve as the search chair).
- The search committee should consist of a minimum of three (3) individuals, one of which must be female (for larger search committees, 10% female representation is required).
- Inform your Personnel Associate who the Search Chair and committee members will be.
- Schedule a Search Committee Orientation with your Personnel Officer.

### IV. APPLICANT SCREENING

*Applications will now be submitted directly to your department.*



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- The Search Committee Chair e-mails applicants should any information be missing from the application (signed cover sheet, qualifications, work history, references). HR will provide a sample letter.
- The Search Committee Chair may choose to **mask sensitive information** on the applications before distributing them to the committee for review.
- The Search Committee Chair e-mails a list of the names and e-mail address (or street address if no e-mail address is provided) of all applicants to the Personnel Associate. The Personnel Associate will use this information to contact applicants in order to collect voluntary EEO data.
- Each Search Committee Member individually screens each applicant's responses to the qualifications by completing the Applicant Screening Matrix using a **numbered rating system**. Your Personnel Officer will review the screening process with the Search Committee during the Search Committee Orientation to provide guidance and answer any questions.
- Please note, in accordance with the MPEA collective bargaining agreement, applications from candidates requesting MPEA Layoff Pool preference (indicated on the MSU Application Cover Sheet) for MPEA affiliated positions *must be considered before any others*. Should you receive an application with MPEA lay-off pool preference indicated please contact your Personnel Officer for guidance before proceeding any further. Compliance with the MPEA Lay-off pool requirements are ultimately determined by the Director of Labor and Employee Relations.



MPEA

### V. SELECT INTERVIEW CANDIDATES

- The search committee meets to come to a collaborative agreement on the top tier of applicants to interview (*a minimum number of interviewees is not required, more than one interviewee is recommended*). The Search Chair documents how the top tier of candidates were selected for interview by completing the Applicant Screening Summary Matrix.
- The Search Chair e-mails the list of interview candidates to your Personnel Associate.
- Prior to inviting candidates to interview, if you have not done so already, review your interview questions with your Personnel Officer. Sample interview questions are available from HR. Interview questions must directly correlate to the qualifications listed on the vacancy announcement.
- If a skills test will be included in the interview process, please provide a copy of the test(s) you wish to administer to your Personnel Officer for review. Skills testing may be used as a screening tool as long as the test(s) directly correlate to the required qualifications defined in the Vacancy Announcement and will be required of all interview candidates.
- Invite Candidates for Interview. Let them know that they must visit HR to complete the criminal record background sheet prior to their interview. An employment offer cannot be made if HR does not have this completed form. *Candidates must be treated similarly with regard to timing and structure of the interview and questions asked (i.e., if a phone interview is requested by one candidate or is necessitated by geographic location, all candidates must be offered a phone interview). Ask candidates if an accommodation is desired for the interview process (i.e.--an accessible location for people with mobility impairments, a sign interpreter for a deaf person, a reader for a blind person) or any on-site testing.*
- During the interview, at least two (2) committee members must take notes and document the candidate's responses to the interview questions.



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### VI. REFERENCE CHECKS

- If you have not done so already, review your reference questions with your Personnel Officer (sample reference check questions are available). At least two (2) search committee members must conduct and document a minimum of two (2) reference checks on the top candidate(s) before requesting hiring approval. References should be individuals who can best speak to the applicant's ability to perform the job, and must not be a relative of the applicant. Reference checks may be used as means of narrowing the finalist pool.

## VII. SELECTION OF THE FINAL CANDIDATE

- ❑ The search committee meets again to come to a collaborative agreement on the final candidate in which to offer the position, taking into consideration all information gathered during the interview process (interview questions/responses, skills tests, and reference checks).
- ❑ The Search Chair must document the hiring decision, rationale and requested wage utilizing the Search Summary/Hiring Rationale/Wage Request form. The hiring rationale must be based on specific, advertised, job-related criteria. If applicable, include rankings of the finalists.
- ❑ An optional tool has been created to help committees process and document their final decision. An overview of the Post-Interview Scored Matrix will be provided during the Search Committee Orientation.

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## VIII. HIRING APPROVAL

- ❑ **Prior to extending any offer of employment**, obtain hiring approval from HR. At this time, the completed Search Summary/Hiring Rationale/Wage Request form is submitted to your Personnel Associate or Officer for review and approval of hire and starting wage.

## IX. NOTIFY APPLICANTS

- ❑ Extend Offer: After your selection has been approved, you may call your selected final candidate and extend a verbal offer of employment and discuss a start-date.
- ❑ Offer Accepted: If the verbal offer is accepted, contact your Personnel Associate and let her know the offer has been accepted and the agreed upon start-date.
- ❑ Employment Offer Letter: The Personnel Associate will prepare the Employment Offer Letter. The department will receive the Employment Offer Letter electronically to print on departmental letterhead. An original version should be sent to the new employee prior to employment to obtain the employee's signature indicating official acceptance of the position.
- ❑ Regret call: Non-selected interview candidates should receive a personal phone call from the hiring department to let them know the position has been filled and to thank them for their time and effort through the search process. If you have never conducted this type of phone call, please contact HR for guidance. A minimal amount of information is shared during this conversation to avoid misconceptions.
- ❑ Regret Letter: A "regret" letter is then prepared by the hiring department and sent to all applicants who were not invited to interview (HR will provide you with a sample regret letter).

## X. FINALIZING THE HIRE

- ❑ Submission of new employee information and vital forms to Human Resources within 3 days of hire:
  - EPAF (information required provided on Employment Offer Letter)
  - Signed copy of the Employment Offer Letter
  - I-9 form
  - W-4 form
  - Successful candidate's application
- ❑ **Provide a copy of the Role Description to the new employee upon hire.**
- ❑ Within 30 days of hire:
  - Send employee to Human Resources to obtain a New Employee Packet
  - Submit Selective Service form to Human Resources (only required for males aged 18 through 26)
- ❑ Register employee for:
  - Office access - Key Requisition form
  - Exchange Account – set up e-mail on the ITC Computer Store website ([www.montana.edu/wwwitc](http://www.montana.edu/wwwitc))
  - Administrator access, shared drives for employee's computer - Help Desk or Desktop Support Specialist ([helpdesk@montana.edu](mailto:helpdesk@montana.edu) or 994-1777)
  - Banner Training and Access - <http://sais.montana.edu> or 994-3585
  - The supervisor should make arrangements to ensure the new employee is able to attend a New Employee Orientation and a Benefits Orientation (as paid time). Please contact Human Resources for the next available time, location, and to confirm the dates your employee will attend each orientation. *Please ensure your new employee attends these orientations at the next available date as time sensitive will be shared that new employees need to be aware of (such as the 30-day limit for benefits enrollment).*

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## **XI. RECORD KEEPING**

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All documentation from the search process must be ***maintained in your department for a minimum of three years*** and must include the following:

- Original applications
- Applicant screening matrices from each committee member and the applicant screening summary matrix
- Interview questions/notes
- Post-Interview scored matrix (optional form)
- Reference check questions/notes
- Search Summary/Hiring Rationale/Wage Request Form

***CONGRATULATIONS!! YOU DID IT!!!***