



## Human Resources Classified Recruitment Process 2011

### 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:

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Please note - all forms, templates, and reference materials listed in the following are available on our website at:  
<http://www.montana.edu/hr/ClassifiedRecruitment.htm>

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### 1. Role Description

- Role Description - Review
- If update needed schedule meeting with Personnel Associate

### 2. Initiate Recruitment

- Recruitment Authorization Form(RAF) - Including all necessary signatures (hardcopy or electronically)
- Vacancy Announcement (VA) - Based on Role Description
- Advertising - Indicate on RAF if desire to advertise in addition to the Bozeman Daily Chronicle and Job Service
- Submit all forms for approval

### 3. Screening/Search Committee

- Hiring Authority chooses a Search Committee Chair
- Establish Search Committee (minimum of three individuals; one must be female)
- Notify Personnel Associate of selections

- Committee members must either:
  - i. Schedule Search Committee Orientation
  - ii. Submit verification of prior orientation (within last 2 years)
- Develop based on VA and submit for approval:
  - i. Interview and Reference Check Questions
  - ii. Skills Test/s (if applicable)

#### 4. **Applicant Screening**

- Contact Personnel Associate of any candidates claiming MPEA Layoff Pool or Veteran's Preference
- Committee can (treating all candidates the same):
  - i. Request any missing information from applications
  - ii. Notify candidates of receipt of application
- Send list of applicants contact information to HR using the Recruitment Reporting Matrix; if open screening date, send update as applications are received
- Sensitive information cannot be used in consideration as it could be considered discriminatory
- Committee Members score each application using Applicant Screening Matrix

#### 5. **Select Interview Candidates**

- Committee agrees on applicants to interview
- Committee Chair completes Applicant Screening Summary Matrix; email entire workbook to Personnel Associate for approval indicating applicants to interview
- Interview candidates; All Committee Members must document candidate's responses

#### 6. **Reference Checks**

- Check minimum of two references of final candidate with at least two Committee Members taking notes.

#### 7. **Selection of Final Candidate**

- Committee agrees on candidate to hire after comparing candidates qualifications to job requirements (utilize Post-Interview Scored Matrix to assist with this if desired)
- Committee Chair completes Search Summary/Hiring Rational/Wage Request form; submit to HR for approval prior to employment offer

## 8. Notify Applicants

- Extend verbal offer to final candidate on condition of successful background check
- Notify HR of accepted offer to initiate background check
- HR will send authorization forms to candidate
- Start Date will be determined after successful results are received
- Offer Letter will be sent from HR for new employee to sign
- Notify interviewed candidates with regret call
- Notify non-interviewed candidates with regret letter

## 9. Finalizing Hire

- Submit by 20<sup>th</sup> of the month of hire to HR (if hired after 20<sup>th</sup> submit as soon as possible)
  - i. EPAF
  - ii. Signed Offer Letter
  - iii. I-9 (Department must verify eligibility by third day of hire)
  - iv. W-4
  - v. Submit Selective Service form (required for male age 18-26)
  - vi. Successful candidate's application
- Provide new employee copy of Role Description
- Ensure employee receives New Employee Packet
- Register employee for
  - i. Office access
  - ii. Exchange account
  - iii. Access to shared drives
  - iv. Banner training and access
  - v. Ensure employee attends New Employee Orientation and New Employee Benefits Orientation; register by calling HR at x3651

## 10. Record Keeping

- All documentation must be retained in department for three years in a secure (locked) location and include the following:
  - i. Original applications
  - ii. Recruitment Reporting Matrix
  - iii. Applicant Screening Matrix for each Committee member
  - iv. Applicant Screening Summary Matrix
  - v. Interview questions/notes
  - vi. Post-interview Scored Matrix (if used)
  - vii. Reference check questions/notes
  - viii. Search Summary/Hiring Rationale/Wage Request form

**Classified Recruitment Process complete**