Classified Recruitment

Search Committee Guidelines

MSU does not discriminate on the basis of the following protected classes:
- Race
- Color
- Ethnicity
- National Origin
- Sex
- Sexual Orientation or Preference
- Marital or Parental Status
- Age
- Religion
- Creed or Political Belief
- Mental or Physical Handicap or Disability
- Status as a Covered Veteran

All interview questions, reference check questions, and informal discussions with candidates must be ***job-related***, and may not be geared towards obtaining information regarding the protected classes noted above.

Experience – consider the ***relevance*** of the experience, not merely just the number of years of experience. Incomplete applications do not have to be considered; indicate on the matrix in the comment section – "Incomplete application – not scored".

Confidentiality – names of applicants and interviewees must be kept confidential. The name of the finalist may only be shared once the candidate has verbally accepted the position and had an opportunity to inform their current employer.

Documentation – All comments included in matrixes, notes made on your copy of the interview questions, etc. become a part of the search file. If a search is challenged, the committee's documentation will be thoroughly reviewed. If an interviewee volunteers information tied to one of the protected classes above, it may not be considered in the hiring decision, and *it is best **not** to note it in your materials*.   All notes must be job-related. Once the position has been successfully filled, please turn all search materials back to the Search Chair which is kept for 3 years in a locked cabinet.

Pre-employment Background Check – New policy (http://www2.montana.edu/policy/Pre-Employment_Background_Check_Policy.htm) requires all new hires have a pre-employment background check prior to the employment. Applies to all new hires who work 4 consecutive months or more except for short term workers and students unless they are in a safety sensitive position. HR will send paperwork to the new hire and initiate the background check once signed copy is received. After successful completion HR will generate the offer letter for the department to print and give to the new hire prior to the start date.

Templates/Matrices Available from HR

The following table indicates templates and matrices which will be required during the recruitment process. Electronic copies of the documents are available from your Personnel Tech or the HR website (http://www.montana.edu/hr/HireAppoint.htm).

Please note below those matrices which are required before you can move ahead in the process.

Template/Matrix Name	Description	Action
Recruitment Checklist/Quick Reference	Description of recruitment process.	Information will be covered during the search committee orientation.
Missing Application Materials Letter	Applications missing response to Qualifications, employment history, or references.	Department sends to applicants-if sent to one applicant must be sent to all applicants.
Recruitment Reporting Matrix	Record applicants and e-mail addresses (if no e-mail, then mailing address).	*Send via e-mail back to HR* -immediately after the deadline/screening date. If open screening send update as you receive the applications.
Screening & Summary Matrix	1st 3 tabs – matrix for individual committee members to score applicants. Last tab is summary of committee members scores.	*Send via e-mail to HR for approval* - Summary showing designated candidates before scheduling interviews.
Interview Questions/Reference Check Questions	Interview Question templates are available for Administrative Associate and Accounting series, Custodian, and Culinary positions as well as a Reference Check Question template. Attached if applicable.	*Send via e-mail to HR for approval* the questions for the interview and references before scheduling interviews.
Post Interview Matrix	Matrix to score final candidates to decide the most qualified candidate.	Committee scores candidates to include criteria from paper applications, interview process, references, adding Vet Preference points to decide who is the most qualified candidate.
Search Summary/Wage Request	Hiring justification and approval from HR.	*Send via e-mail to HR for approval* prior to offering the candidate the position.
Regrets Letter	Response to candidates after the interview process. (If Vet, use Vet Regrets letter)	Send to candidates not offered the interview. Interviewed candidates are contacted by phone.