The information contained in this presentation is not a contract and is subject to change by the proper authorities. It should be understood that explanations in this summary cannot alter, modify, or otherwise change the controlling legal documents or general statutes in any way, nor can any right accrue by reason of any inclusion or omission of any statement in this presentation.
HIRING PROCESS

Department Need

- Are we fully staffed
  - Any vacancies
  - Additions needed
HIRING PROCESS

Identify Position Needed

Is it new?  
Is it existing?

Is it SPA?

Is it EPA Non-Faculty?

Is it EPA Faculty?
HIRING PROCESS

EPA Non-Faculty & SPA

- Contact Class & Compensation Manager – Ms. Becky Thompson
  - Request New Position
  - Request for Existing Position Description (if not on hand)
  - Request to update a position
  - Load in PeopleAdmin

Human Resources/Payroll Offices
HIRING PROCESS

EPA Faculty

- Contact Academic Affairs for:
  - Approval
  - Position Number
  - Budget Availability
EPA Faculty (cont.)

- Provide Class & Comp Manager:
  - Forward copy of approval
  - Copy of Position Description/Advertisement
  - Position Number
HIRING PROCESS

Class & Comp Manager Notification:

You are now ready to post.
HIRING PROCESS

Posting Workflow (EPA Faculty, EPA Non-Faculty, & SPA)

- Hiring Manager
- Department Authority
- University Budget
- Title III
- Contracts & Grants
- HR Approval
- Posted
- Approved for Non-Recruitment
- Approve for later Posting
- Removed From Web
- Position Filled
- Cancelled
- Position Filled No Email Sent
- No Longer Used

Human Resources/Payroll Offices

FAYETTEVILLE STATE UNIVERSITY
HIRING PROCESS

Key Notes to Remember

• Complete any missing information (if applicable)
  ➢ FOAP
  ➢ Begin & End Date
  ➢ Full or Part Time

• Edit as needed (reduce/modify to condensed format)

• Add Posting Questions (helps with screening process)
HIRING PROCESS

PeopleAdmin - Applicant Disposition

Under Review by HR (SPA Only)

HR Determined did not Meet Min Quals (SPA Only)

Under Review by Manager

Search Committee Candidate Selection

Interviewed

HR / EEO Review (EEO Officer)

Interview Pending

Recommend for Hire - 1st Choice

Recommend for Hire - 2nd Choice

Recommend for Hire - 3rd Choice

Not Hired (not hired reasons)

Human Resources/Payroll Offices
HIRING PROCESS

Applicant Disposition

- All minimally qualified applicants must be considered for position applied to.
- All interviewed applicants must be screened by HR EEO Officer.
- All applicants must be disposition before posting is closed as filled.
- All employment hiring processes (EPA Faculty, EPA Non-Faculty, and SPA) are done through PeopleAdmin.
HIRING PROCESS

Candidate Screening & Selection

• Selection Matrix
• Interview Search Committee
• (opt) Telephone Interview/Screening
• Targeted Selection Interview
• Telephone Reference Check (3)
• Background Check
• Comp & Access Form (SPA Only)
• Hiring Proposal in PeopleAdmin
Important Note:
All hiring proposals will remain with HR until all approvals (e.g. OSP, BOG, Legal, etc) and required materials are received.
Materials Needed

SPA / EPA
Hiring Process

EPA Faculty Credentials List

Items 1–8 should accompany the:

- Position and Personnel Action Form ([Position and Personnel Action Form](#))
- Hiring Proposal (print and attach once hiring proposal is created in the PeopleAdmin Online Employment System) ([FSU PeopleAdmin Hiring Manager Login](#))

1. Candidate Selection Summary (posted positions)
2. Online employment system (PeopleAdmin) application with original signature ([FSU PeopleAdmin Hiring Manager Login](#))
3. Official transcripts from colleges/universities listed on application
4. Credential Review Form ([FSU Credential Review Form](#))
5. Three (3) letters of recommendation with original signatures (this is not needed of faculty returning within three (3) years)
6. Current vitae
7. Telephone reference check forms (three total, one from current supervisor): Complete Attachment A of the ([Employment Background and Reference Check](#)). **The inappropriate conduct statement must be asked of the current/last supervisor and response recorded within telephone reference check material.**
8. Photocopy of Immigration Status information (if applicable) Also contact Legal Affairs for Visa approval

Forward all completed forms and credentials listed above to Human Resources EPA Contract Office

Employment Background Check: Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the ([Employment Background and Reference Check](#)). Submit to the Office of Legal Affairs after approval of appropriate Vice Chancellor by initialing the top right corner of the form.

Human Resources/Payroll Offices
HIRING PROCESS

EPA Non-Faculty Credentials List

Items 1 -8 should accompany the:

- Position and Personnel Action Form (Position and Personnel Action Form)
- Hiring Proposal (print and attach once hiring proposal is created in the PeopleAdmin Online Employment System) FSU PeopleAdmin Hiring Manager Login

1. Candidate Selection Summary
2. Online employment system (PeopleAdmin) application with original signature FSU PeopleAdmin Hiring Manager Login
3. Official transcripts from colleges/universities listed on application
4. Credential Review Form FSU Credential Review Form (if applicable)
5. Three (3) letters of recommendation with original signatures
6. Current vitae
7. Three (3) telephone reference check forms: Complete Attachment A of the Employment Background and Reference Check. *The inappropriate conduct statement must be asked of the current/last supervisor and response recorded within telephone reference check material.
8. Photocopy of Immigration Status information (if applicable) Also contact Legal Affairs for Visa approval

Forward all completed forms and credentials listed above to the Human Resources EPA Contract Office

Employment Background Check (Submit to Legal Affairs) - Background Check (Mandatory 7/1/2007) Complete Attachment B & C of the Employment Background and Reference Check.

Human Resources/Payroll Offices
HIRING PROCESS

SPA Hiring Packet Materials List

Hiring Managers will consult with Human Resources Employment prior to beginning the interview process for guidance with:

- Interview Questions
- Interview Panel Identification
- Identification of Hiring Priorities (RIF, Veterans’, Promotional, etc)

Items 1 - 9 below are required in addition to the dispositioning of applicants and submission of the Hiring Proposal in PeopleAdmin (FSU PeopleAdmin Hiring Manager Login)

1. Position and Personnel Action Form
2. Screening Matrix showing how interviewees were selected
3. Interview Selection Summary completed by the Hiring Manager at the conclusion of the interview process
4. Online employment system (PeopleAdmin) application for all individuals interviewed from the Fayetteville State University Job Site
5. Official transcripts from colleges/universities if degree is required for the position
6. Interviewers’ notes for all candidates interviewed, must clearly show:
   a. Interviewers’ summary of overall interview performance
7. Three (3) telephone reference check forms: Complete SPA Telephone Reference Check
   **Current/last supervisor reference checks are required**
8. Hiring Packet Checklist must accompany Packets Materials
9. Competency Assessment attached to Hiring Proposal
HIRING PROCESS

Position and Personnel Action Form
Newly Hired

• The Office of Human Resources is the only authorized persons to make offers of employment

• New Employee Orientation (regular employees) – Held 1st & 3rd Monday of every month
HIRING PROCESS

RESOURCES

- Position and Personnel Action Form
- Classification and Compensation
- SPA Hiring Packet Materials
- EPA Non-Faculty Required Credentials List
- EPA Faculty Required Credentials List
- PeopleAdmin – Position Description and Posting Guide
- PeopleAdmin – Applicant Workflow and Hiring Proposal Guide
HIRING PROCESS

QUESTIONS?

Human Resources/Payroll Offices