SOUTHWEST MINNESOTA STATE UNIVERSITY

Human Resources Internal Procedure

Unclassified Vacancy Processing

	PROCEDURE STEP	INITIATED/ACTION TAKEN BY:
1.	Position is vacant or created. Allocation decision made to Provost or specific Vice President's area in accordance with Staffing Plan.	President
2.	Requesting department submits Hiring Authorization Form to Provost or VP.	Department Head
3.	Recommendations from Provost/VP to President with Hiring Authorization Form.	Provost/Vice President
4.	Signed Hiring Authorization Form to Provost/VP cc: MSUAASF (as appropriate) Department Head Human Resources Aff. Action Officer	President
5.	Meeting with Department and Affirmative Action Officer scheduled to discuss search plan.	Department Head
6.	Written plan to be submitted to Provost/VP. As approved Provost/VP will copy Human Resources and Affirmative Action Officer. a. affirmative action goals b. plan for recruitment, advertising, and mailings c. composition of search committee	Department Head
7.	Standardized vacancy notice and ad copy prepared from Hiring Authorization Form, sign off completed by Department Head, Human Resources and Affirmative Action Officer. Approved Vacancy Notice copy sent to VP and Department Head.	Human Resources
8.	Position Announcement Process completed:	
	a. Vacancy Notice mailed to Board Office	Human Resources
	b. Following VP approval of paid advertising budget prepared by department, ad copy processed	Human Resources
	c. Vacancy Notice mailed to	Human Resources

	identified mailing lists provided by department	
	d. Vacancy Notice mailed to Affirmative Action list	Human Resources
9.	CONCURRENT ACTIVITIES	
	A. First Meeting of Committee Develop screening procedures and search committee process, timelines, committee responsibilities, etc. AA Officer meets with committee to discuss responsibilities See attached committee responsibilities	Committee Chair
	Review of committee decisions on interview schedule, interview questions/topics, evaluation forms, etc. by Aff. Action Officer	Committee Chair
	B. Receipt of applications, response to applicants, maintaining and logged in of applications.	Human Resources
10.	Review candidates files using evaluation screening form.	Committee
11.	Chair advises Human Resources to send letters to those who do not meet minimum qualifications.	Human Resources
12.	Screening of applications is completed and semi-finalists are identified.	Committee
13.	Prior to scheduling of reference checks, telephone and campus interviews, committee recommendations with supporting documentation and committee recommendations reviewed and approved by Affirmative Action Officer. See Attachment #2.	Committee Chair
14.	Reference calls and telephone interviews of semi-finalists conducted as defined by committee. Contact Human Resources for telephone charge code.	Committee
15.	Committee Chair conducts Employment Verification of semi-finalists and provides results to AAO.	Committee Chair
16.	Based on established procedures, one or more candidates recommended to be interviewed submitted to Department Head and to AAO. See attachment #3. Finalist(s) as approved by Department Head are invited for campus interviews. AAO and Human Resources notified.	Committee Chair

17.	Letters sent to those who did not make semi-finalists group.	Human Resources
18.	Campus interviews are scheduled and coordinated including sessions with search committee, department, Department Head, Barg Unit Rep, Provost/VP/Designee and Human Resources.	Committee Chair
19.	Based on established procedures, committee recommendations are made to Department Head and Affirm Action Officer. Recommendations are reviewed by Department Head.	Committee Chair
20.	Salary, rank and offer developed, reviewed with AA Officer; and President if offer varies from Faculty Hiring Authorization Form. If MSUAASF, Article 12, Section F applies, check Human Resources.	Department Head
21.	Offer made to #1 candidate with time limit on verbal acceptance. Followed by written offer with cc to Human Resources.	Department Head
22.	Position roster initiated and routed for signatures. Budget authorization reviewed. If necessary, budget transfer attached to roster.	Department Head
23.	Position roster processed to Human Resources and formal letter of appointment issued. Human Resources contacts Department Head when letter of appointment is returned.	Human Resources
24.	Phone call made to any other finalists interviewed advising of outcome. Human Resources follows with written letter.	Department Head
25.	Written Affirmative Action Report submitted to Affirmative Action Officer. See attachment #4.	Committee Chair

ATTACHMENT # 1
COMMITTEE RESPONSIBILITIES
May 25, 2000

1. Develop timelines for search process through on-campus interviews. Identify with appropriate administrative officer general guidelines for determination of number of finalist(s) to be interviewed. (Processing Guidelines # 9A)

2. Develop an evaluation/screening form that will be used in the initial screening of applications. This form must be based on the qualifications specified in the position description. Completed rating sheets must be retained for Affirmative Action records. (Processing Guidelines # 9A)

3. Develop list of interview questions/topics that will be used as a guide during telephone and reference check calls as well as campus interviews in order to ensure uniform and fair treatment of all candi-dates. Each of these to be based on criteria and position qualifications. (Processing Guidelines # 9A)

4. Develop an interview evaluation form. (Processing Guidelines # 9A)

5. Submit evaluation/screening form, interview questions, and interview evaluation form to Affirmative Action Officer. (Processing Guidelines # 9A)

6. Screen applicants using evaluation/screening form.
   Develop a mutually agreeable ranking of the candidates, maintaining a record showing the reason(s) for the committee's action in each case. (Processing Guidelines # 11)

7. Meet with Affirmative Action Officer to review the selection of semi-finalists and the supporting documents used in the process. (Processing Guidelines #13)

8. Conduct reference calls and telephone interviews on semi-finalists. During the phone interview process, if official transcript is not already included in application file, request the candidate to forward to Human Resource Office to complete their file. (Processing Guidelines # 14)

9. Maintain log of all communications, written or telephone, with candidates and references. (Processing Guidelines # 14)

10. Screen to finalists. (Processing Guidelines # 14)

11. Develop interview schedule for on-campus interviews, including appropriate university groups and/or administrative officers.

12. Conduct interviews
    a. Complete interview evaluation forms for each candidate.
    b. Prepare written statement which summarizes committee's evaluation of each interviewed candidate describing pros and cons of each candidate. Final candidates are submitted in unranked order.

NOTE: Applications files will be maintained at Human Resources. Discuss special arrangement needs as screening process begins with committee. Also contact Human Resources for assistance in preparation of screening forms, evaluation forms, etc. All notes, files, materials, etc. used in this process must be retained for a period of time under the state's retention of records act. Return these materials to the Committee Chair who will forward to Human Resources.

Search _____ Date _____

Chair _____

ATTACHMENT # 2
AFFIRMATIVE ACTION UPDATE
May 2000
STEP 14

COMPLETE THIS FORM

The affirmative action objective is to see that each committee has a diverse applicant pool, and follows the established procedures. A meeting should be scheduled which will take approximately 20 minutes. To set up an appointment, contact Human Resources/Affirmative Action at 6243. Please bring all search files and screening documents to the meeting.

In order to maintain this information for record keeping, please respond on this form and bring it with you when we meet. The items to be reviewed are:

1. A brief review of attempts made by the committee to attract applicants from protected groups.

2. Total number of applicants that met minimum qualifications:

3. Screening process used (Please bring all documents used):

4. Identify the committee's grouping of semi-finalist (those to be contacted for reference checks and telephone interviews).

   Telephone Interviews Reference Checks

ATTACHMENT # 3
FINALIST APPROVAL
May 26,2000
STEP 16

This serves to explain a little more about the need for information at Step 16 in the process. The kinds of questions that will be raised have to do with two main concerns.

The first concern is a review of the committee process used to arrive at its first choice candidate. Does it include an equitable and thorough investigation of other "semi-finalist" candidates? Such a process would include telephone interviews with candidates; reference check by telephone, particularly with any references from their current or last positions; and a very brief analysis of the qualities of these candidates compared to the first choice candidate you want to bring in for interview. In your final report on the search you will need to be able to document that analysis for our records.

The second area of concern relates to the information that you have collected about your first choice candidates and whether a quick review of that information might lead to the suggestion that you obtain an additional piece of data before finally deciding to bring an individual to campus as your first choice. It is the search committee's responsibility to evaluate candidates. This approval is of the process that you have used to arrive at your choices. Hopefully, this is an opportunity to see some gaps or questions that the committee didn't think about.

All of the above can be taken care of in about 20 minutes of conversation with the chair of the search committee, with a list of semi-finalists and the complete file of the candidate(s) you want to bring in.

THIS MEETING TO BE SCHEDULED WITH PROVOST/VICE PRESIDENT OR DESIGNEE.

ATTACHMENT # 4
AFFIRMATIVE ACTION REPORT
UNCLASSIFIED VACANCIES
July 29, 1994
Step 27

The affirmative action report which is required to be submitted at the conclusion of each search process should contain the following documents.

1. Cover memo listing documents being submitted, a chronological listing of committee decisions (or minutes from committee meetings) and description of method used to reach decisions with results of decisions.

2. Summary of recruitment activities with copy of paid and unpaid advertising, letters, mailing lists, etc.

3. Copy of evaluations materials – application review evaluation forms, reference check questions, telephone interview questions, campus interview questions, interview evaluation forms, etc. These forms are to be reviewed at points during the process. If they are already on file, no need to resubmit, but please make sure they are on file with Human Resources.

4. Committee Membership.

5. Vacancy Notice – Should be on file with Human Resources.

6. Telephone logs of any calls made to or in-regard-to candidates.

7. All documents, notes, files and evaluations of search committee members. Any general campus evaluations should also be submitted as a part of this report.

8. Interview schedules of finalists.

9. Copies of all final recommendations made by individual or group committee members to Provost or Vice President or President on finalists selection.

10. Any other documents related to the search.