

**SOUTHWEST MINNESOTA STATE UNIVERSITY**  
**Selection Process for Classified Positions**

1. As a vacant position is approved to be filled by the Vice President and President, the supervisor will prepare a position roster to be submitted to Human Resources. Upon receipt of the roster, Human Resources will schedule a meeting with the supervisor to:
  - a. Review vacancy procedure
  - b. Review job description, and revise if necessary
  - c. Determine with supervisor best method to fill position
  - d. Discuss composition of interview committee (ensure appropriate representation of women/minorities). Typical committee is four to five employees.
  - e. Discuss and develop method to screen applications, determine qualification criteria to be used in selection of successful bidder or applicant.
  - f. Review any disparities indicated in the Affirmative Action Plan.
2. As prescribed by the appropriate union contract the position vacancy is posted on bulletin boards for the specified period of time. At the conclusion of the posting period, the position may be filled by a successful bidder. If no bids are received, the position is posted on the Department of Employee Relations Website to establish a certified list of applicants.
3. The process typically proceeds by sending letter to all names on the eligible list with detailed information regarding the position responsibilities and a questionnaire to be used for screening purposes. Those interested are asked to respond by completing the questionnaire, provide current resume, names, addresses and phone numbers of references by a specified date.
4. The Affirmative Action Officer meets with the interview committee to review appropriate interview procedures and any disparities indicated by affirmative action reports and goals, to assist in developing job related screening grids, interview questions, and other evaluation materials to be used during the process.
5. Those who have indicated interest in the position are then screened by the Search Committee. Screening is based on defined job-related criteria.
6. After initial screening, a list of finalists is submitted to the Affirmative Action Officer for approval prior to the beginning of any interviews.
7. At the conclusion of the interviews, the committee formulates its recommendations with the Supervisor. The Supervisor is responsible for the collection of all notes, evaluation forms, and materials related to the interview that will be submitted to Human Resources and maintained according to retention of records standards.
8. The Supervisor conducts reference checks and then submits a finalist list and rationale for the hiring decision to the Human Resources Office. The Human Resource Office reviews the selection process and consults with the Affirmative Action Officer.

9. The Affirmative Action Officer reviews the rationale and either approves or denies the hiring decision. The Affirmative Action Officer notifies the supervisor of the decision. If the rationale is denied, the Affirmative Action Officer notifies the President of that determination and indicates what remedial action is recommended. No offer of employment will be made until the matter is resolved.
  
10. The Human Resource Office or the Supervisor makes a verbal offer of the position to the selected candidate. The Human Resource Office initiates typing of the letters to all candidates advising that the position has been filled.

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