




---



---

## ASUN Operating Procedure – 5001

---



---

### Operating Procedure Synopsis

---

**Title:** Hiring Process for Full-Time Faculty and Staff

**Approval Date/Revision Date(s):** 5/2021

**Review Date(s):** 03/2018, 5/2019, 5/2020

**Executive Cabinet Liaison:** Vice Chancellor for Finance and Administration

**Responsible Manager:** Director of Human Resources

---

#### A. Purpose and Scope

---

Arkansas State University-Newport seeks to hire the highest quality applicants. To support this effort as well as to promote consistency in our practices, and compliance with all federal, state, and system requirements, the following operating procedure has been established as a requirement for the hiring of full-time faculty and staff. The operating procedure is based upon and intended to comply with: Arkansas State University System Policy-Background Checks; Arkansas Department of Finance and Administration Policy Numbers 30.01, 30.05, 30.08, & 30.18; ASUN Faculty Handbook, and the Arkansas State University System Handbook. The Faculty & Staff Hiring Procedure will be used as a requirement for hiring the following position types: Full-Time Staff & Full-Time Faculty. This procedure does not apply to Part-Time, Adjunct, or Federal Work Study hires.

---

#### B. Definitions

---

**Employee Requisition:** An electronic HR approval form that provides staffing and budgeting information and authorizes the posting of the requested position.

**Hiring Supervisor (HS):** The person who is requesting the position and is the direct supervisor of the position being requested.

---

#### C. Procedures

---

Action	Person/Dept.	Task(s)	Description
Task	Hiring Supervisor	Complete a Justification of Critical Needs for Staffing form for all non-provisional (grant funded) vacancies.	A staffing need might come about as the result of employee turnover or the creation of a new position or reorganization.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Task	Hiring Supervisor/ Director of HR	Job Description	<p>After position is approved by the executive cabinet the job description for the position must be reviewed or written. Supervisors must collaborate with the Director of HR to ensure consistency. For a job with a current or previous incumbent, the job description should be reviewed and updated as needed to reflect the current work needs.</p> <p>All job descriptions must include:</p> <ul style="list-style-type: none"> <li>• the position's purpose</li> <li>• the major responsibilities</li> <li>• the essential job functions</li> <li>• the qualifications needed (minimum &amp; preferred)</li> </ul> <p>The qualifications needed for the position will be the basis for your selection criteria, and used throughout the hiring process.</p>
Decision	Hiring Supervisor/ HR	FLSA Status Exempt/Non-Exempt	<p>Once the job description has been written or updated, a decision regarding classification must be made. The Director of HR will review the job's scope and depth of responsibilities to determine classification. If the job has not changed, the review will be minimal and confirm the current classification.</p> <p>To prepare for this review, the Director of HR should:</p> <ul style="list-style-type: none"> <li>• Detail job changes (if updating an existing position) in terms of complexity, autonomy, impact and/or scope</li> <li>• Identify external and/or internal organizational factors that influence the request</li> <li>• Include your recommendation of the appropriate classification</li> <li>• Explain any other information that may help to clarify the job duties</li> </ul> <p>The Hiring Supervisor will collaborate with the Director of HR to review the job description. When the classification decision has been made, the hiring process can continue.</p>
Task	Hiring Supervisor/ HR	Selection Committee	<p>The selection committee will be established by the hiring supervisor for the position and submitted on the employee requisition to be approved by the Responsible Executive Cabinet Member, Director of Budgets and Grant Management, HR and the Chancellor.</p> <p>Criteria for the selection committee: Minimum of five members including the hiring supervisor, with at least one person from a diverse or underrepresented background.</p>

Task	Hiring Supervisor	Submit Employee Requisition	In collaboration with the responsible Executive Cabinet member, the Director of HR will determine job requisition approval requirements (salary range, appointment period). Hiring Supervisor submits Employee Requisition Form. As part of the employee requisition the Responsible Executive Cabinet Member, Director of Budgets and Grant Management, HR and the Chancellor will approve the employee requisition. This will help to ensure a cross-representative group of faculty and staff are selected and the college follows the policies outlined in the faculty and system handbook. The Chancellor is the final approver of the employee requisition for a full-time hire. <b>No advertisement or posting will occur until the employee requisition is approved.</b>
Task	Human Resources	Job Posting	Once an open position is approved for recruitment, the job announcement will be generated electronically. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by HR and consultation with the hiring supervisor. The position will be posted internally for three business days, during which time eligible employees may apply. In some cases, external recruiting may take place simultaneously to expedite the process as business needs require. Internal candidates may or may not be given preference depending on the circumstances. Once the job is posted externally, the job will be posted in two week increments. HR will notify the Hiring Supervisor close to the closing date and a decision will be made to determine if the posting will be extended based on the applicant pool.
Task	Hiring Supervisor & Director of HR	Develop Recruitment Strategy by Advertising and Promoting Positions with Well-Known Groups and Publications that Focus on Marginalized Groups	Factors affecting recruitment strategy include: geographic scope (local, regional, and/or national), advertising, job fairs, relocation, search firm usage, budget considerations, etc. Travel expense reimbursements are not typical for most hires. Any travel expenses desired to be paid for applicants must be <b>pre-approved</b> by the Chancellor.
Task	Hiring Supervisor/Human Resources	Recruit Applicants	Carry out recruitment strategy. Action steps will revolve around these factors: applicant outreach, communication with applicants and candidates, interview process, schedule, budget and resource allocation, and identifying who will have specific roles going forward in the hiring process.

Task	Hiring Supervisor/ Selection Committee	Screen Applicants	Applicants are screened based on the selection criteria identified by the hiring supervisor. Only qualified applicants will be forwarded for consideration. <b>A veteran who voluntarily submits proof of his or her status shall be entitled to employment preference in a position over other applicants when meeting substantially equal qualifications. Any self-identified (by submitting proof of service) veteran meeting the qualifications of the position will be granted an interview to demonstrate his or her full qualifications.</b>
Task	Hiring Supervisor/ Selection Committee	Conduct Interview	<p>Qualified applicants are interviewed by the HS &amp; Selection Committee, the following guidelines should be used by the HS and the committee:</p> <p>Follow a structured format:</p> <ul style="list-style-type: none"> <li>• Welcome the candidate</li> <li>• Clarify applicant information</li> <li>• Provide job description &amp; desired results</li> <li>• Ask in-depth questions related to the selection criteria</li> <li>• Encourage candidate questions</li> <li>• Ask the applicant to complete the State of Arkansas Disclosure Form provided to them by HR</li> <li>• Close the interview by stating “next steps”</li> </ul>
Task	Human Resources	Check References	Reference checks will be completed by Human Resources on all finalists. HR will provide a candidate feedback report based on the results of the reference check.
Decision	Human Resources	Background Check	A background check is conducted on at least the finalist; in addition, final Applicants for Financially Sensitive Positions or Data Sensitive Positions must also authorize a Credit History Background Check. These checks shall be in addition to and not in substitution for any specific licensure, search, drug testing, credentials verification, or other requirements specific to the position conducted during the reference check. Upon receipt of AR Disclosure form the offer will be made. Any offer made must be contingent upon a background check.

Task	Chancellor/Hiring Supervisor/ Offer Approval workflow	Select Candidate and Notification of Proposed Salary and Start Date	Chancellor will determine the finalist that should be offered the position and notify the responsible cabinet member. At that time, HR will create an offer letter with a proposed salary and start date for the selected candidate. The start date should coincide with the first day of a pay period. The workflow for the offer includes: HR and the Chancellor.
Task	Chair of Selection Committee	Submission of Selection Materials to HR.	After the offer is authorized by the Chancellor, the selection materials the committee used must be submitted to the HR department. <b>No offer of employment will be made prior to submission of these selection materials to HR.</b>
Task	Director of HR	Communicate Conditional Offer and Execute Appointment Letter for Conditional Offer	After receiving the selection materials, submitting applicable background checks, and receiving the AR Disclosure form, the Director of HR will extend a verbal offer to the approved candidate offer as authorized by the Chancellor. All communication with the candidate during this period will be with the Director of HR, including any salary negotiation that may occur. HR will negotiate with the finalist and agree on the terms and conditions of the employment offer; e.g., salary, appointment period (9 month, 12 month, etc.), start date, any requests related to a reasonable accommodation, etc. Exceptions can only be made by the Chancellor. The offer will be conditional upon approval of the background check results and upon final approval by the ASU System Board of Trustees.
Task	Director of Human Resources (Offering Official)	Evaluate Results of Criminal Records Background Check and a Sexual Offender Background Check (Credit Check for certain positions)	If the background checks uncover unfavorable information, the Offering Official will evaluate whether to rescind an offer of employment. The Offering Official shall provide the decision to the search committee chair. For additional information regarding evaluation of background checks (including appealing the decision of the offering official) please consult ASU Board Policy on background checks. In accordance with ASU System Board policy, a Final Applicant extended a Conditional Offer of Employment may be allowed to begin work pending receipt of the required background checks <b>only if</b> operations cannot be carried out in the absence of the Final Applicant.

Task	Hiring Supervisor/ Director of HR/ Chancellor	Return to Candidate Pool (only if candidate rejects offer or background check results merits rejection of the finalist)	If the finalist does not accept the offer or the results of the background check is rejected by the Director of HR as the offering official, determine the second choice candidate, and make decision as to whether that candidate is a viable one for the position. If the second finalist is approved by the Chancellor, HR will go through the offer process again including applicable background checks.
Decision	Hiring Supervisor / Selection Committee	Acceptable Pool?	If yes, continue with selection process. If not, develop new recruitment strategy.
Task	Hiring Supervisor/ Director of HR	New Recruitment Strategy	If a hiring decision cannot be made based on the candidates interviewed, an alternative recruitment strategy must be created in order to develop a new pool of qualified applicants.
Task	Human Resources	Notify Unsuccessful Candidates	Candidates will be notified electronically by Human Resources.
Task	Hiring Supervisor/ Director of HR	Initiate the Onboarding Process	The Director of HR will work with the new employee to begin the onboarding process and to discuss the first day of employment (1 <sup>st</sup> or 16 <sup>th</sup> ).
	Hiring Supervisor/ Human Resources	Onboarding	Carefully plan your new employee's orientation process. The HS is responsible for managing the orientation process, which is separate from the hiring process. Be involved in the new employee's orientation and onboarding. Plan to hold periodic progress reviews as part of the process.

---

#### D. Related Information

---

[ASU System Background Check Policy](#)  
[ASUN Justification of Critical Need for Staffing](#)