FREQUENTLY ASKED QUESTIONS

EMPLOYMENT SEARCH PROCEDURES

As a search committee chair/member appointed to conduct the employment search process for a vacant, posted position, how do I access the posting and applications?

- The supervisor can contact HR to obtain a guest user account for the posting. All committee members can log in to the online employment system (People Admin) using the same guest user account login information. Logging in to the guest user account will allow you to access only that particular posting and its related applications.
- OR, the supervisor can ask HR to attach each committee member to the posting. When this is done, you can log in to your own People Admin account and then change your user type to Search Committee Member using the drop-down box near the top right corner of the screen. You will then be able to access the posting and its applications from your own account.

What is the Employment Search Committee Packet and how do I obtain it?

- The Employment Search Committee Packet is a group of documents that were designed to assist the search committee in conducting the employment search process. These documents are available on the Human Resources webpage under Hiring Supervisors Resources, or you can contact HR to obtain the packet.

Who is responsible for submitting position request forms, setting posting parameters, submitting hiring proposal forms, and determining search guidelines?

- The supervisor/department is responsible for submitting all appropriate paperwork through the online employment system to request position changes and obtain approvals. The supervisor is also responsible for appointing the search committee and providing instruction, guidance, and a timeline to the search committee.

When is a search committee required in order to conduct the employment search process?

- A search committee is required for all full-time faculty and professional staff positions. The supervisor can serve on the committee for staff positions. A search committee is not required, but can be utilized by choice, for adjunct faculty positions, classified staff positions, and student positions.

What should I do if I receive an application or application materials directly from an applicant?

- Instruct the applicant to complete the electronic application process through the online employment system at www.troyuniversityjobs.com. Troy University does not accept applications or application materials through any other method.

What is the purpose of the Human Resources department during the employment search process?

- The Human Resources department will review and coordinate all position change paperwork submitted through the online employment system, coordinate all advertising efforts for posted positions, provide a briefing of the employment search process to the search committee if needed, run background checks on final candidates, and provide guidance and assistance throughout the process as needed.

What are the steps of the employment search process?

- The major components of the employment search process include reviewing applications, conducting interviews, and completing reference checks.

What is the process for reviewing applications?

- The search committee is required to review all submitted applications. Based on the application review, the committee should determine which candidate(s) best meet the minimum qualifications of the position as posted, and seem to be the best fit for the position.

What is the process for conducting interviews?

- The supervisor should provide instruction to the committee regarding how many candidates the committee should interview and how many candidates the supervisor wants to interview. After the committee has conducted the first round of interviews, they should narrow down the list based on the supervisor's instructions, and forward the best candidate(s) to the supervisor for interview.
- The Academics division does provide additional instructions regarding interview procedures for faculty and professional staff employment searches in section 6-24-08-01 of the AOP.

What is the process for completing reference checks?

- Reference information can be obtained from a List of References document provided by the applicant, and/or from recommendation letters provided by the applicant or submitted directly from the reference provider. It is recommended that reference checks still be conducted by phone even if recommendation letters have been obtained. The number of reference checks to be completed is at the discretion of the supervisor and/or committee.

What is the process for making an offer to the selected candidate?

- No commitment to hire an applicant can be made until the hiring supervisor receives notification from Human Resources that the background check has been successfully completed and the Hiring Proposal has been approved. An applicant must not begin work before the Hiring Proposal form has received final approval.
- Prior to HR clearance, the supervisor or committee may contact the final selected candidate to determine continued interest and to notify of top candidate status.
- Once the supervisor is notified that the hiring proposal is ready to be finalized, then the supervisor can contact the candidate to make an official offer and set a definite start date. The supervisor can also provide the candidate with an offer letter using the templates provided on the Human Resources webpage under Hiring Supervisors Resources.
- It is the supervisor's responsibility to make the official offer to the selected candidate and provide them with all appropriate hiring information (i.e. start date, start time, where to report on first day, starting salary, etc.). Human Resources will contact the new hire to complete the hiring paperwork (i.e. taxes, benefits, direct deposit, etc.). It is also the supervisor's responsibility to prepare for the new hire's arrival, using the Supervisor's Checklist provided on the Human Resources webpage under Hiring Supervisors Resources (i.e. have desk, equipment, and key ready, coordinate with HR for new employee orientation, request appropriate IT access and accounts, order business cards and nameplates, etc.).

Who is responsible for coordinating the contract for faculty positions?

- The Dean's office is responsible for coordinating the new hire's contract for full-time and adjunct faculty positions. The Dean's office will create the contract and route it for appropriate approval signatures. For questions or assistance related to faculty contracts, you can contact your Dean's office or the Academic Support office.

Who will notify non-selected candidates that the position has been filled?

- The supervisor/committee must change all applicant statuses (except the selected candidate) to a Not Hired status, and then inform Human Resources so that the posting can be moved to a Filled status. When the posting is moved to Filled status, all applicants with a Not Hired status will receive an email notification to inform them that the position has been filled. It is recommended that the supervisor/committee contact all interviewed candidates by phone to inform them of the hiring decision.