Recruitment Process (Position Posting, Applicant Review and Making an Offer)

Position Posting (Full-Time Faculty and Unclassified Staff)

The job posting is an online process through PeopleAdmin. (https://www.wright.edu/human-resources/resources/managers-toolkit#tab=peopleadmin).

For step-by-step help with PeopleAdmin., contact Human Resources, 937-775-2120 or human_resources@wright.edu, for training information. HR offers one-on-one training.

- The process for obtaining permission to post a position varies unit to unit. Please make sure approval is obtained from the Dean/VP etc. prior to posting.
- To enter a posting and have Originator status in PeopleAdmin you must have a PeopleAdmin account. Please contact HR to set up your username and password.
- The person who enters the position is considered the Originator.
    - In PeopleAdmin, other individuals can be designated as "Originators" under the section Departmental Users with Access. These individuals are chosen by the Originator when creating the position.
        - These individuals must have PeopleAdmin accounts prior to the position being created.
    - Only Originators can make changes to an applicant's status in PeopleAdmin.
        - It is recommended that the committee chair be listed as an Originator.
- The Strategic Hire Request Form is completed in PeopleAdmin. (***NEW PROCESS***)
- Complete the committee field in PeopleAdmin by listing all search committee members and their email. (***NEW PROCESS***-Replaces the search committee part of the Part I paperwork.)
    - Please diversify the makeup of your committee membership and contact the Office of Equity and Inclusion (OEI) if you have any questions.
    - For any committee member who has not completed search committee training, contact the Office of Equity and Inclusion for training dates: Joyce Smith 937-775-3207 or oei@wright.edu.
- Candidate requirements listed in the PeopleAdmin fields must match the requirements listed in your Advertisement(s).
    - If posting an internal position, only current faculty and staff are eligible. (Groups that are not eligible include student employees, GRAs, GTAs, retirees and former employees).
        - Adjuncts are eligible **ONLY** if teaching in the same term in which they apply.

- Applicants must meet the posted minimum candidate requirements at the time of applications. **The wording of the requirements in the posting is critical to the eligibility of the candidate.**

    1) You may require that the candidate possess a specified degree to apply. If so, individuals who submit an application may not be interviewed/considered for employment unless they have completed the degree prior to the date they submit their application.

    2) You may require that the candidate **possess** a specified degree by the start date. If so, the offer letter should include a line: "This offer is contingent upon the successful completion of your [required degree] degree by [specific date]."

    3) You may require that the candidate **anticipates** completion of a specified degree within one year of the start date. (Thus, the candidate must be working toward the degree.) The offer letter should include a line: "The [required degree] is a requirement for this position. You must complete your [required degree] within one year of your start date. Continuation of your employment beyond the first year is contingent upon the successful completion of [required degree] by [specific date]."

- If a department wants to count graduate assistantships, internships and/or undergraduate work experience towards a years of experience requirement, that should be specifically stated in the job description and in the required qualifications field.

- All locations where Advertisements are posted need to be listed in PeopleAdmin. Please post Ads in locations that will encourage diverse populations to apply. Contact OEI for assistance identifying resources.

- Once the posting is submitted in PeoplAdmin., it will go through the approval cue process including: The Business Manager, Provost's Office, Equity and Inclusion, Budget, and Compensation. (RSP will be included for grant funded positions.)

- Once approved by all parties, OEI will assign an Affirmative Action Number.

- Human Resources will provide the official first consideration date.

- Human Resources will notify the originator by email when the position is posted on the WSU Employment website. This email also serves as approval for departments to post advertisements. (A final approved Ad will come from HR.)

- Please submit copies of all Ads to Human Resources Attention: Employment Manager.

Applicant Review

1. Once the first consideration date has passed, the approved committee can meet to review the applicants.

    - Committee members will be given a guest username and password to view the applicants.

- Applications will only be accepted online through PeopleAdmin.
    - Applications submitted outside of PeopleAdmin may not be considered.

    - Please contact OEI if a candidate requests an accommodation for a disability (ADA accommodation) for any part of the application or search process.

2. The Part I: Pre-Interview Summary is completed in PeopleAdmin. (This can only be done by someone listed in PeopleAdmin as an Originator.) Please document the strengths and weaknesses for each applicant within PeopleAdmin prior to submitting the recommendations. Please email the completed screening chart to oei@wright.edu. (Please note that OEI will not be able to approve the interview recommendations until they receive the strengths and weaknesses (documented within PeopleAdmin) and completed screening chart.)

3. The interview approval list will be generated and emailed through PeopleAdmin. Interviews can be online, teleconference, or in person but they must all be conducted in the same manner. (Any exceptions to this must be approved through OEI.)

    - You are required to complete the screening chart and retain it with your search records according to the WSU Records Retention Schedule.

    - Several rounds of interview can be conducted prior to on-campus interviews.

4. After all interviews are complete, the Originator should complete the Part II: Pre-Offer Summary including the comparison statements in PeopleAdmin. Applicant status should be changed to "recommend for hire."

5. In PeopleAdmin, the Originator will initiate a hiring proposal with the required approvers listed. This proposal will include the comparison statement, the proposed salary and the justification, if a higher salary than the posted amount is sought.

6. After review by Compensation (is a salary review is required) and OEI , an email will be sent via PeopleAdmin from human_resources@wright.edu notifying the Originator when an initial offer can be made along with the approved salary.
    - **No offer should be made until this email has been received**.

Making an Offer

1. The department contacts the finalist to make an initial offer contingent upon a successful background check.

2. Once the finalist is contacted, email the name of the applicant to meltem.kokaly@wright.edu so that she can initiate the background check the via University's vendor HireRight.

    - All background checks are done online. Applicants must be informed that they will be getting an email from HireRight and that they will have to follow the instructions in the email in order to initiate their background check. If they don't receive the email, they should notify the department immediately.

    Note: The background check takes 2 to 3 business days after the applicant responds to the request sent by HR.

3. **FOR ALL FACULTY POSITIONS** (**All other position types can skip to #5**.)
After HR notifies the committee of the approved background check, the department will send to the Associate Provost Office, attention Shannon Norton 250 UH, (shannon.norton@wright.edu) for review (Hard or Electronic Files):

    - two copies of an offer letter
        - Offer Letter Templates are attached in PeopleAdmin.
        - **Please do not use any other template version**.
        - Please direct any questions the Assoc. Provost office.
    - copy of the position posting
    - candidates CV/Resume

    Note: Special conditions for degree requirements should be included in the offer letter based on the examples listed in the offer letter templates.

4. The Provost will sign the approved letter.

5. **FOR UNCLASSIFIED POSITIONS**
Offer letter templates will be attached to the PeopleAdmin posting. Please do not use any other template version. If you have questions, please contact HR.

6. The signed official offer letter will be returned to the department who will be responsible for mailing it to the finalist.

7. Please use the workflow status and disposition code options in PeopleAdmin to record if a candidate accepts or declines an offer of employment (formerly the paper Part III: Status of Position Offered document. Please also use these to update the applicant status for the rest of the candidates.
    - **Warning**: Some codes will send automatic emails to the applicant. Contact HR for details.

8. If the candidate accepts, the department completes a Personnel Action Form (PAF) and submits it to their business manager along with a copy of the signed offer letter. (This will be routed to Human Resources.)

9. If the candidate declines a position, the department should inform Human Resources and OEI and may proceed with an offer to a second candidate. If no other offers will be made, the department should inform Human Resources and OEI of its plans, i.e., not fill the position, continue with the search, and so on.

10. Once HR is notified that the recommended candidate has accepted the position and the department wants the posting closed, an email will be sent to the other applicants via PeopleAdmin.

11. **Please Note**: Departments should retain all records related to the search according to the WSU Records Retention Schedule.