

# HUMBOLDT STATE UNIVERSITY

## Facilities Management

### Standard Operating Procedure: FSS001-170310

#### Title: Recruitment of Personnel

All personnel recruitments shall follow procedures and regulations as defined by the California State University and the University's Human Resources Department. To ensure procedures and regulations are followed, the Business Services Division within Facilities Management will assist with all recruitments. The following procedure shall guide all recruitment efforts to ensure consistency and adherence to applicable University procedures and regulations:

#### Recruitments for Staff & Management Positions

- Requests all recruitments, regardless of type, shall be made to the Associate Vice President- Facilities Management.
- Upon approval, the designated hiring authority shall review and update the position description as well as prepare an Administrative Affairs Critical Position/Hire Justification Form. Revised position descriptions and the justification form must be approved by the Associated Vice President- Facilities Management prior to proceeding with the recruitment.
- Once approved, the hiring authority shall work with designated Business Services personnel (as determined by the Business Services Manager) to complete all required recruitment documents. Based on the information received from the hiring authority, designated Business Services personnel shall draft all additional required recruitment forms including the following:
  - Vacancy Information Form
  - Form 1, Authorization to Recruit
  - Vacancy Announcement per Human Resources template
- Drafts of all documents shall be reviewed and approved, digitally, by the hiring authority and Associate Vice President- Facilities Management. Upon approval, designated Business Services personnel will provide digitally approved documents noted below to the Associate Vice President- Facilities Management for further processing:
  - Administrative Affairs Critical Position/Hire Justification Form
  - Form 1, Authorization to Recruit
  - Vacancy Information Form
  - Vacancy Announcement
  - Position Description
  - Organization Chart
- The Associate Vice President- Facilities Management will provide approved documents to the Vice President of Administrative Affairs for review and approval by the Executive Cabinet. This approval is required prior to recruitment for all positions other than emergency, seasonal pool (once established) and student assistant appointments.

Documents will be transmitted digitally with Human Resources copied on the transmission. This assures that Human Resources is aware of the position being requested and to ensure they also have electronic versions of documents should they judge such require modification.

- The Vice President of Administrative Affairs will provide hard copies of the recruitment documents to Human Resources and the Executive Cabinet for further processing and signature. The Vice President of Administrative Affairs will ensure the Associate Vice President- Facilities Management remains informed of the current status of all recruitments to the point of Executive Cabinet approval. Upon approval, the Associate Vice President- Facilities Management will inform the hiring authority and designated Business Services personnel assisting with the recruitment.
- During the applicant period, the hiring authority serves as the single point of contact with Human Resources and applicants regarding all issues and questions which arise. All questions shall be directed to the hiring authority.
- Upon direction from the hiring authority, designated Business Services personnel shall schedule an initial meeting with Human Resources to review the committee's responsibilities and recruitment procedures (to include the hiring authority and committee members); obtain applications from Human Resources upon the end of the advertising period; ensure all applications are made available electronically to all committee members and the hiring authority. It is advised that initial meetings with Human Resources be arranged upon the position being advertised so as to ensure the hiring process proceeds in an expedient manner.
- The search committee chair is responsible to follow all procedures and regulations associated with campus recruitments while ensuring the hiring authority is kept informed at all times. Upon direction from the search committee chair, designated Business Services personnel shall provide support during the interview stage including preparation of Form 3- Interview Request forms as well as scheduling any and all interviews. Prior to interviews, the search committee chair shall obtain the hiring authority's approval of all interview questions and tests to be administered to applicants.
- Once the interview period concludes, the search committee chair shall meet with the hiring authority to review applicants and discuss committee recommendations. Following such and upon request, designated Business Services personnel will assist with the preparation of Form 4- Selection Committee Hiring Recommendation.
- Once received, the hiring authority shall complete any additional efforts required to render a decision regarding the most qualified candidate including additional interviews if necessary. Once determined, the hiring authority will contact the candidate to begin the background check process and provide further information regarding the potential position being offered to ensure the candidate remains interested in accepting such including what the potential salary offer will be. The hiring authority must receive approval of the Associate Vice President- Facilities Management, in advance, with regard to any offers or negotiations above the minimum allowed for the position.

- Background checks shall be conducted in accordance with University policy and based on the Facilities Management Background Check by Position Matrix. The hiring authority shall provide the job number, position title, name and email address of the proposed candidate to designated Business Services personnel who shall enter such into the University's electronic background check system. This step starts the process of the background check which is not complete until Human Resources notifies Facilities Management the candidate has successfully completed such. Notification is completed through the electronic system. Designated Business Services personnel shall inform the hiring authority of changes in the status of all background checks. Any issues or concerns which arise during the background check shall be directed to the Associate Vice President- Facilities Management for consideration and resolution.
- Once a candidate has successfully completed the required background check, the hiring authority will contact him/her for further discussion regarding the position being offered. After such, Form 5- Offer of Appointment shall be drafted for review and approval of the Associate Vice President- Facilities Management. Once approved, Form 5 shall be forwarded to Human Resources to finalize the appointment and ensuring the individual is issued the typical University appointment letter. Should the appointment be other than typical, the hiring authority shall discuss such with Human Resources to ensure the appointment letter is accurate; the Executive Assistant to the Vice President of Administrative Affairs shall be included in such discussions as letters are generated by the Vice President's office.

#### Recruitments For Temporary or Seasonal Full Time Pool Positions

- The recruitment process for Temporary, Seasonal Full Time Pool positions follows the steps outlined above through completion of Form 4.
- Following completion of Form 4, the hiring authority completes additional effort required to render a decision regarding the most qualified candidates.
- Once determined, the hiring authority sends each candidate a letter notifying them of their status using the Eligibility List Appointment Letter Template. All eligible candidates, prior to offer of position, must successfully pass the University's background check. Steps followed to complete such are identical to those noted under Recruitments for Staff & Management Positions.
- The eligibility list for the specified position must also be established using the Eligibility List Template. Assistance in the preparation of these documents is provided by designated Business Services personnel. Individuals may not be appointed until background checks are completed. Since background check completion is often staggered, the eligibility list may need to be updated as such is achieved. Designated Business Services personnel are responsible to ensure the eligibility list for all pools are kept up-to-date with copies provided to Human Resources whenever there are changes.
- Once a candidate completes the background check, he/she is eligible for initial appointment from the pool. The hiring authority, with assistance from designated Business Services personnel, prepares a draft Form 5 for review and approval of the Associate Vice President- Facilities Management. This document states the start and

end date of the initial appointment. Once approved, Form 5 is forwarded to Human Resources who finalize the appointment and ensure the individual is issued an appointment letter using the Temporary Full Time Seasonal Appointment Letter Template.

- Future appointments (for those candidates who have completed an initial appointment and for whom Facilities Management would like to reappoint) are initiated by Facilities Management through use of the University's electronic appointment system. Designated Business Services personnel assist the hiring authority with initiation of future appointments. Successful completion of the University's background check is required each time an individual experiences a break in service which occurs one year after the initial appointment date.

#### Recruitments For Student Assistants

- Managers are responsible for ensuring total budgeted hours for student assistants for those units under their supervision are not exceeded.
- New positions or changes to existing student assistant position descriptions require the approval of the Associate Vice President- Facilities Management prior to recruitment being authorized.
- Managers are authorized to work directly with designated Business Services personnel for student assistant recruitments that are included within the adopted Facilities Management budget plan or which have otherwise been authorized by the Associate Vice President- Facilities Management.
- Once authorized, designated Business Services personnel prepare an updated draft position announcement. Announcements shall be based on the most recently approved position description in combination with the Student Assistant Job Announcement Template.
- Upon approval of the job announcement, designated Business Services personnel ensure the position is advertised on University student job boards as well as other requested venues (i.e., department offices, online media, etc.,).
- Designated Business Services personnel shall direct all applications received to the manager responsible for the position and provide support as requested during the interview and hiring process. All student assistants, prior to offer of position, must successfully pass the University's background check. Steps followed to complete such are identical to those noted under Recruitments for Staff & Management Positions.
- Once completed, the manager shall draft an appointment letter using the Student Appointment Letter Template which must be signed and returned by the student no later than the first day of employment.

#### References

- Administrative Affairs Critical Position Hire/Justification Form
- Vacancy Information Template
- Form 1, Authorization to Recruit
- Vacancy Announcement Template

- Form 3, Interview Request
- Form 4, Selection Committee Hiring Recommendation
- Facilities Management Position Background Check Matrix
- Form 5, Offer of Appointment
- Eligibility Appointment Letter Template
- Eligibility List Template
- Temporary Full Time Seasonal Appointment Letter Template
- Student Assistant Job Announcement Template
- Student Appointment Letter Template