

THE CITADEL RECRUITMENT REQUEST

I. REQUESTING DEPARTMENT

(The requesting department must attach an updated/ approved position description form)

_____ Department _____ Position Number _____ Position Title _____ Work Hours

_____ Last Incumbent _____ Date Vacated

Recruitment Period:			
1 Week	2 Weeks	3 Weeks	4 Weeks
Other: (Specify) _____			

Method of Advertising: On Campus Only (No Charge) Regular Distribution (No Charge)

Select Publications: Acct. # to be Charged: _____ Dates of Publication: _____

Post & Courier Chronicle of Higher Education NCAA News
 The State Newspaper Black Issues in Higher Education The Chronicle (SC African American Newspaper)
 TROA Women in Higher Education Army/ Navy/ Air Force Times
 Other: (Specify) _____

Agree with hiring delay Request waiver of hiring delay

Justification: _____

_____ Supervisor _____ Date _____ Department Head _____ Date

_____ Vice President _____ Date _____ Provost and Dean of College _____ Date

II. VICE PRESIDENT FOR FINANCE AND BUSINESS AFFAIRS

Comments: _____

_____ Approve Waiver _____ Disapprove Waiver

_____ Vice President for Finance _____ Date

III. HUMAN RESOURCES

FTE:	Verified Classification:	Job Announcement #:	Recruitment Period:
Pay Band:	Funding Amount Available:	<u>Publication/ Date/ Cost:</u>	
Comments: _____ _____ _____		_____ _____ _____	
		Total Cost for Advertising: _____	
		_____ HR Manager _____ Date	_____ Employment Manager _____ Date

Recruitment Guidelines

It is The Citadel's employment policy to advertise all vacant classified and unclassified positions. However, there may be policy exceptions based on the following criteria:

Additional Duties/Duty Titles:

Additional duties/duty titles are job functions/duty titles not currently included in an employee's position description. Departments can choose among the following options in determining how best to assign those duties among their employees:

- a. **Appointment of an employee to perform the additional duties/duty title.** The department must update the employee's position description via One-stop and submit a completed Salary Increase/Decrease Form to Human Resources. ***Requires both supervisory and department head approval.***
- b. **Advertisement of additional duties/duty title** within the hiring department; limiting the applicant pool to: 1) specific units/shops within the department, 2) all departments within the reporting structure, and/or VP area. The department should submit a completed Recruitment Request Form to Human Resources. Human Resources will create an internal posting to advise employees of the opening. ***Requires both supervisory and department head approval.***
- c. **Organizational restructuring. Requires department head and Vice President level approval** followed by discussion with Human Resources to ensure necessary organizational updates and compliances are completed.

Vacant Position

1. **Recruitment Waiver:** If promoting an employee one organizational level or pay band above their current organizational level or pay band, advertising may be waived. The department should submit a **Recruitment Request Waiver** to Human Resources for approval of this option.
2. **Advertising:** If there is more than one employee within your area that may meet the minimum requirements of the position and/or if you would like to consider both internal and external applicants, a Recruitment Request Form should be submitted to Human Resources.

Exceptions to the above guidelines: Internal departmental policies to advertise all openings before externally advertising and business operational needs will take precedence over the above referenced options. Further, these guidelines can be revised at anytime at the discretion of the Human Resources Director and/or his appointed designee.

Effective 10/3/05, Revision 10/4/05

THE CITADEL GOAL/RECRUITMENT CHECKLIST

Job Title: _____

Dept: _____

JA #: _____ **AAP Job Group Code:** _____ **Class Code:** _____

AAP Utilization Goals for College:

White:	<u>NA</u>	Male	_____	Female	_____
African American :	_____	Male	_____	Female	_____
Asian :	_____	Male	_____	Female	_____
Native American:	_____	Male	_____	Female	_____
Hispanic/Latino:	_____	Male	_____	Female	_____

***AAP Goals are not made for white males.*

Work Force Composition of the Hiring Department (Total # by Gender):

White:	_____	Male	_____	Female	_____
African American :	_____	Male	_____	Female	_____
Asian :	_____	Male	_____	Female	_____
Native American:	_____	Male	_____	Female	_____
Hispanic/Latino:	_____	Male	_____	Female	_____

AAP Documentation to Print for Job File and EEO Meeting with Hiring Manager:

- | | |
|--|--|
| <input type="checkbox"/> Workforce Analysis | <input type="checkbox"/> Job Group Definition Page |
| <input type="checkbox"/> Utilization Analysis for Job Group | <input type="checkbox"/> Job Group Analysis |
| <input type="checkbox"/> Staffing Report (Job File Only) | <input type="checkbox"/> Applicant Listing |
| <input type="checkbox"/> HRIS Report – Sex & Race Statistics by Class Code (Job File Only) | |

Affirmative Actions Taken to Recruit Minorities & Females:

- Position posted internally - date: _____ *Attach copy of notice.
- Position listed with State Job Services or America’s Job Bank - date: _____
Attach copy of notification. (Include EEO/M/F/V/D) (www.ajb.dni.us)
- Newspaper Advertisement - Attach copy of advertisement. (Include EEO/M/F/V/D)
- Internet Recruiting - Attach copy of listing. (Include EEO/M/F/V/D)
Format of Listing: : Minorities Job Bank - www.minorities-jb.com Date: 07/25/05
- Educational Institutions - List sources and date of advertisement. Attach copy of advertisement. (Include EEO/M/F/V/D)

EEO Meeting Conducted with Hiring Department Prior to Interviewing:

Date/Time: _____

Hiring Manager Name: _____

Hiring Manager Signature: _____

EEO Director Signature: _____

Recruitment & Selection Checklist For: Permanent Staff & Faculty Positions

Step 1. Recruitment – To Initiate Recruitment Process

Existing Position

Complete Recruitment Request

Obtain Signature approval of the Recruitment Request:

Supervisor Department Head

Vice President Provost

New Position

Submit a New Position Description Via One-Stop

Complete Recruitment Request

Obtain Signature approval of the Recruitment Request:

Supervisor Department Head

Vice President Provost

Step 2: Recruitment – Ad Text

A. Faculty:

Unclassified positions do not have position descriptions; therefore, **the hiring department should submit via email the approved ad text to beasleyb1@citadel.edu**. Refer to the Faculty Recruitment Policy for detail on ad text creation and approval.

B. Staff:

Human Resource will create the ad text for staff positions using the existing position description (PD). **Please review the PD to verify accuracy.**

IMPORTANT NOTE: Minimum educational and/or experience requirements must meet or exceed State minimum requirements for the position class code. For more info on minimum requirements for position class codes, go to <http://www.state.sc.us/cqi-bin/ohr/classman2>

Recruitment & Selection Checklist For: Permanent Staff & Faculty Positions

Step 3: Screening/Pre-Interview Process

A. Faculty:

___ Meet with the Director of EEO/AA prior to any interviews. The purpose of the meeting is to discuss your applicant pool and EEO diversity goals for the hiring department. Once this meeting is completed, the Dean or Dept. Head should then request approval from the Provost and Dean of College to invite candidates to campus.

B. Staff:

___ Meet with the Director of EEO/AA prior to any interviews. The purpose of the meeting is to discuss your applicant pool and EEO diversity goals for the hiring department.

Step 4: Interviewing

A. Staff

___ Contact applicants of interest to coordinate interview date/time

___ Ask each interviewee to complete a **Acknowledgement and Disclosure Consumer Report Form**

___ Complete Interviewing Form. **Recommendation:** Complete the Interviewing Form after each interview or at the end of each interview day.

B. Faculty

___ Contact applicants of interest to coordinate interview date/time

___ Refer to Faculty Reference and Background Check policy regarding how to check references and/or if a background check is needed. This policy can also be found in the Interviewing Packet – Faculty.

___ Complete Interviewing Form. **Recommendation:** Complete the Interviewing Form after each interview or at the end of each interview day.

Step 5: Selection

___ Update Interviewing Form with the name of the person selected, second/third choices (if applicable), and reason for candidate selection.

___ Complete Background Check Request Form

___ Complete Request to Fill via One-stop

Recruitment & Selection Checklist For: Permanent Staff & Faculty Positions

Step 5: Selection - continued

Return to Human Resources:

Interviewing Form

Tests Questions and Answer Sheet (if applicable)

Acknowledgement and Disclosure Consumer Report Form (if applicable)

Background Check Request Form (if applicable)

All applications including the selected candidate

Step 6: Hiring

A. Faculty:

Formal job offers come from the Provost and Dean of College who is responsible for approving employment offers.

B. Staff:

HR makes all staff job offers. They will notify you of the acceptance or non-acceptance of the job offer.

Created 12/2004
Revised 08/05/05