

EMPLOYMENT PROCEDURES

Recruitment is a joint responsibility of the hiring department and the Human Resource Office. All recruiting activity must be conducted in a manner that complies with the University Affirmative Action Policy, as administered by the Affirmative Action Officer. (You may link to the Affirmative Action Policy online, at www.aurora.edu/hr)

The Human Resource Office is responsible for recruiting, screening and referring qualified applicants to employing departments. The following steps will ensure the employment process moves smoothly and that Affirmative Action guidelines are met.

1. **Personnel Requisition:** This form must be completed by the hiring supervisor and must have signatures of the appropriate Budget Manager prior to submitting to Human Resources.
 - a. Human Resources will log the form, take it to the VP/Provost (if not yet signed) and to the President for signature. **No posting, advertising or interviewing will occur until all signatures are in place.**
 - b. If the Requisition is for a new position, a Preliminary Job Description must be attached to the Requisition and approvals for funding must be included.
 - c. If the Requisition is for a replacement of a terminating employee, a **Termination Report** and employee resignation letter should accompany or precede the Personnel Requisition.
2. **Search Committee:**
 - a. All regular executive and management positions shall be filled through a search conducted by a search committee.
 - b. All Exempt Faculty and Staff positions may be filled through an abbreviated search (which must still meet Affirmative Action guidelines) to expedite the process. All positions must have the **Search Plan** portion of the Requisition Form completed before the hiring process may begin.
3. A **Position Vacancy Notice** will be prepared by Human Resources listing the title, job duties and responsibilities and minimum qualifications. The Notice will be distributed to employees via on-campus e-mail, posted outside of the Human Resource Office, and (if outside applicants will be considered), posted on the University's website.
4. The Human Resource Office will place local and major ads, if needed, and will notify local agencies. Human Resources will acknowledge the receipt of resumes and applications and forward an EEO/AA Information Sheet to applicants. Resumes of applicants meeting the minimum qualifications will be forwarded to the hiring supervisor.
5. The hiring supervisor should screen applicants for inclusion in the interview process. All in-house applicants who meet the minimum qualifications will receive an interview.
 - a. The hiring supervisor will inform Human Resources of the initial interview pool. Human Resources will contact those applicants regarding Aurora University benefits and the salary level of the position.
 - b. The hiring supervisor will be notified of the outcome of these calls. Those applicants who indicate continuing interest will be contacted by the hiring supervisor to arrange an interview time.
6. Reference checks should be completed by the hiring supervisor or another member of the Search Committee to assist in the hiring decision. A suggested format for reference checks is attached.
7. Offers may be made by the hiring department after a **Personnel Change** form is completed, indicating the amount that will be offered. **This form requires the President's signature prior to an offer being extended.** Human Resources is available for consultation regarding appropriate salary levels.
8. After an offer has been accepted, the hiring supervisor will return the Personnel Change form to Human Resources, along with:
 - a. All resumes
 - b. A list of those who were interviewed
 - c. All Applicant Assessment Sheets.
 - d. Reference Check information
9. Human Resources will notify unsuccessful candidates that the position has been filled.
10. Hiring supervisors will schedule an **appointment** for the new employee with the Human Resource Office to review benefits and to complete necessary paperwork. Typically, this is handled on the first day of work. Under INS Guidelines, this appointment **MUST** occur no later than the third day of employment.