

RECRUITMENT AND SELECTION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Northern Kentucky University uses a variety of recruitment efforts to attract qualified applicants. The Department of Human Resources coordinates recruitment and selection processes for staff in consultation with employing departments. Human Resources are authorized to administer the staff employment process, and accordingly, no person may be employed until an online application form has been fully and satisfactorily completed. No commitment of employment may be made until an open position has been registered with Human Resources, and a completed Affirmative Action form has been approved (see 1.8 below). Consideration for employment may be given only to applicants referred through Human Resources. The University utilizes an online posting and application process. All forms referenced in this section are completed online.

Referrals:

Human Resources will make the appropriate qualified referrals to the hiring department. Applicants will be referred, based upon their meeting the minimum qualifications for the posted position. This criteria will include the individuals' qualifications, experience, training, and abilities. All qualified persons will be considered for employment in accordance with Affirmative Action/Equal Opportunity federal and state laws.

Review and Approval:

If the opening is for a new position, a Job Analysis Questionnaire must be submitted to Human Resources for review and approval, prior to the online Personnel Requisition and the Affirmative Action Requisition Form Supplement.

New positions will be assigned job titles and pay rates by Human Resources as soon as the review is completed. All new positions must have prior approval from the Budget Office. All new positions must also be approved by the respective vice president of the area they are associated with. Once the new position has been reviewed, set-up and received budget approval, the position can then be posted to the HR online employment system by completing the online Personnel Requisition. Once approval of the Personnel Requisition is received, Human Resources will then approve the Affirmative Action Form Supplement.

The Affirmative Action Officer will address the issue of underutilization and special recruitment efforts. The new position is then ready to be posted (see C 2). Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant websites should be considered to reach the broadest and most diverse pool of applicants. The Department of Human Resources is available to provide assistance in preparing and placing advertisements.

Selection of Applicants:

Applications can be referred to the hiring official from the following sources:

- Current staff members, who are encouraged to apply formally for promotional

opportunities for which they may be qualified, or

New applicants who apply in response to the publicized job openings and meet the education and experience requirements of the open position.

The education and experience of all applicants (including current NKU staff) will be evaluated in relation to the requirements of the open position. Only those applicants who meet the requirements of the position will be considered.

Interviews:

Employment interviews will be conducted by the hiring department to determine the suitability of the applicants and to inform the applicants of the responsibilities of the position and the conditions of employment.

Final Selection:

Final selection of the referred applicants is the responsibility of the hiring department. After the hiring decision has been made but before an offer of employment is extended, an online Affirmative Action Hiring Form must be completed and electronically submitted for approval by the department through the major department heads to the Affirmative Action Manager. After review and approval by the Affirmative Action Manager, an e-mail notification of approval is sent to the hiring department, dean/department head's office and the respective vice president's office.

Offer of Employment:

After notification from the Affirmative Action office, the offer of employment is made by the hiring department to the successful candidate. The hiring department is also responsible for informing the other candidates under consideration that the position has been filled.

Personnel Action Request Form:

After the selected applicant has accepted the position and all terms of employment have been agreed upon, the department head must complete a Personnel Action Request (PAR) and forward it to Human Resources prior to the employment starting date.

NOTE: No employee may begin employment with the University until a copy of the fully approved Personnel Action Request has been returned to the hiring department.

II. ENTITIES AFFECTED

Hiring Departments

VII. PROCEDURES

As soon as a position opening exists or a staff member's termination (from an existing position) has been submitted through a Personnel Action Request (PAR) form, the department head will submit through the major department heads to Human Resources, an online Personnel Requisition for approval. The online Personnel Requisition must reflect the actual duties and qualifications required for the position. The hiring criteria must also be decided upon by the department head or hiring official at this time, prior to the position posting and the referral of applicants. This criteria must be based on the job description described in the approved JAQ (job analysis questionnaire) for the position and will be used to assess all candidates in the most equitable manner.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	