Preparation and Submission

Department decides to start a search. Department identifies whether it is a new position, change to an existing position, or a refill.

Posting & Recruitment

Department submits job opening.

Application Evaluation

Job opening is posted online, advertised, and applications are accepted.

Search committee reviews applications.

Interview

Dept/search committee submits for permission to interview.

Dept/search committee conducts interview(s).

Final candidate is identified.*

Hire Request

Department submits request to hire:
1. Enter Post-interview evaluations.
2. Prepare Job Offer

Offer

Hire request is submitted and receives all approvals.

Department is approved to offer position to candidate*

Final Notification

Notify applicants not interviewed/hire that they were not the successful candidate.

Onboarding

Candidate accepts position.

Department updates Recruiting Solutions (salary, start date, offer accepted).

CBC Process is initiated. HR enters SSN and DOB.

Denotes audit process

*For AAUP positions, after identifying final candidate, departments can verbally negotiate position within terms of original agreement with the Provost’s Office. Final, formal, written offer occurs after all approvals (same point in process as other positions.)
Search Process Outline
UCPEA or Management/Confidential

The Department of Human Resources (HR) and the Office of Institutional Equity (OIE) Search Compliance Unit monitors the search process for compliance with state and federal Affirmative Action and Equal Employment regulations, University/State policies and procedures, and collective bargaining agreements. The University’s search process and workflow application (Recruiting Solutions) ensures that HR and OIE have an opportunity to review the recruitment and evaluation activities of all search committees for permanent University positions, and to obtain all information necessary for our reporting obligations. This is important because it allows the University to demonstrate its good faith efforts to meet its affirmative action goals and to diversify our workforce.

Preparation and Submission in Recruiting Solutions

Prepare Job Description, Advertisement Copy, and Organizational Chart showing vacant position.

- **New Position:** The department and HR Specialist work together to create a job description for the position. Typically, the department will draft the job description based on their knowledge of the needs of the position and the HR Specialist will then review for any recommended edits and appropriate classification. An organizational chart reflecting the newly created position should be submitted to the HR Specialist for review.

- **Change to Existing Position:** The department provides the HR Specialist with the requested revisions to the existing job description and a revised organizational chart. The HR Specialist provides the department with or confirms the appropriate classification.

- **Refill Existing Position (in same manner in which it was vacated):** Job description does not need to be reviewed by HR Specialist prior to submission in Recruiting Solutions.

Submit Job Opening Request in Recruiting Solutions

Detailed instructions on how to submit a job opening in Recruiting Solutions can be found starting on page 5 of the Recruiting Solutions User Guide.

- If the request is for a new position (see page 5): leave the “Position Number” field blank
- If the request is to refill an existing position (see page 18): select/enter position number into request.
- If the request is for a change from existing position: contact your Budget Liaison before submitting.

Upon submission, the “Job Opening Request” enters approval workflow (e.g. unit head, Budget, executive level, HR).
**Posting Job Opening and Recruitment**

**Posting of Job Opening:** Upon HR Specialist’s approval in Recruiting Solutions, the Advertising Coordinator will prepare and send the final advertising copy to the job opening initiator for the approval to post. Upon return of the approval form, the Advertising Coordinator will post the job opening to jobs.uconn.edu. The job opening is also automatically posted to Inside Higher Ed, Higher Education Research Consortium, Diverse, Recruit Military, and Ability Jobs.

**Paid Advertising:** If requested via email to the Advertising Coordinator, the Ad Coordinator will coordinate with the Advertising Agency to obtain quotes for paid advertising. Advertising Coordinator will send quotes to the job opening initiator and upon acceptance of these quotes/return of form, the Advertising Coordinator will work with the Advertising Agency to post to external sites.

**Recruitment Efforts:** All recruitment efforts need to be documented within Recruiting Solutions. This includes all phone calls and emails as well as print and on-line advertising such as journals, newspapers, listservs, associations, websites, etc. All professional networking and contacts can be summarized without detailed or confidential information by type of contact. For example, “52 e-mails sent to contacts in the field of higher education.”

**Applicant Evaluation/Prior to Interview**

**Applicant Log:** All applicants that have applied or submitted materials must be reviewed and given dispositions within Recruiting Solutions. Each applicant can be ranked “Unqualified,” “Qualified,” or “Interview.” There must be a qualification-based explanation for each applicant ranked as “Qualified” or “Unqualified” clearly explaining why he/she will not be offered an interview. Applicants given a disposition of “Interview,” whether the interview is planned to be in person or via any electronic communication medium, do not require an explanation at this stage.

Instructions on how to submit pre-interview dispositions in Recruiting Solutions can be found starting on page 39 of Recruiting Solutions User Guide.

**Interviews**

Once the search committee receives OIE approval within Recruiting Solutions, the committee may go through as many rounds of interviews as necessary to identify the selected candidate. It is important, however, to be consistent during the interview rounds. For example, if your first round of interviews is conducted via telephone or Skype, conduct all interviews via telephone or Skype regardless of the geography of any given candidate (yes, even if one of your candidates is in state or on campus). After the first round, if you move to on-campus interviews, interview every candidate on campus.
All members of the committee should participate in all interviews to ensure a fair and consistent evaluation of each applicant. Prior to conducting any interview, all search committee members should discuss the objective(s) of the interview, the main topics or areas to be covered during the interview, and the itinerary and arrangements for each candidate. The interview questions must be related to the job and essential to determining the candidate’s qualifications for the position.

**Hire Request**

**STEP 1: Selection Report (Post-Interview Evaluations):** Each interviewed applicant that is not selected for hire needs to be given a disposition within Recruiting Solutions based on the qualifications, explaining why he/she will not be offered the position. The selected candidate also needs an explanation in Recruiting Solutions demonstrating why he/she is the most qualified for the position.

Instructions on how to submit post-interview dispositions in Recruiting Solutions can be found starting on page 42 of the Recruiting Solutions User Guide.

**STEP 2: Prepare Job Offer:** Upon identification of the top candidate(s), and before offering the position to that candidate, the department submits the hire request along with a draft offer letter within Recruiting Solutions. Discussions regarding the offering salary for a management position with the HR Specialist should take place at this point. The “hire request” enters the approval workflow (e.g. unit head if appropriate, OIE, and HR).

Instructions on how to prepare job offer in Recruiting Solutions can be found starting on page 44 of the Recruiting Solutions User Guide.

**Offer**

Upon approval from HR (via an automatic message from Recruiting Solutions), the department finalizes the offer letter and makes offer to top candidate(s).

**Onboarding**

*Criminal Background Check:* Once a candidate has accepted, the hiring department provides the candidate with the background check packet for completion and submission to the HR Background Check Coordinator via fax at 860-486-6773. The background check packet and other information can be located at: http://hr.uconn.edu/cbc/.

*Change Disposition in Recruiting Solutions to Offer Accepted:* Upon the offer acceptance, update the offer status in Recruiting Solutions to “Offer Accepted” and ensure the correct start date and offer salary are reflected. Note: these fields will auto-populate in the Smart-HR hire template.

Instructions on how to update a candidate’s disposition in Recruiting Solutions can be found starting on page 48 of the Recruiting Solutions User Guide.
Signed Offer Letter: Email the signed offer letter to offerletters@uconn.edu.

SmartHR: Department submits the SmartHR hire transaction.

Final Notification

Notify Applicants Not Interviewed or Hired: It is recommended that departments send “decline to hire” or “decline to interview” letters to those applicants not selected.

Instructions on how to send group correspondence in Recruiting Solutions can be found starting on page 66 of the Recruiting Solutions User Guide. Sample templates can be found at: http://equity.uconn.edu/search-process/communication-with-applicants/.

Consultation and Assistance

The Department of Human Resources and the Office of Institutional Equity are both available for consultation and assistance at all stages of the search regarding the above requirements.

The Search Compliance Team in OIE may be reached by phone at 860-486-2944 or via e-mail to:

- Hanna Prytko hanna.prytko@uconn.edu
- Katherine Johansen Katherine.johansen@uconn.edu
- Dorian Lord dorian.lord@uconn.edu

Please visit the OIE website for more information.

To reach the Workforce Solutions Team in HR, please contact your HR Specialist:

- Jenny Cassells jenny.cassells@uconn.edu
- Victoria Meacham Victoria.meacham@uconn.edu
- Rebecca Myshrall rebecca.myshrall@uconn.edu
- Shannon Page shannon.page@uconn.edu

HR Specialist Assignments