**UNLV**

**Student Life Search Procedures**

(As of August 23, 2021)

# INITIATE SEARCH

**1.** **Email Student Life Human Resources (SLHR) slhr@unlv.edu [Hiring Manager]:**

a) Student Affairs Hiring Request form (during hiring freeze)

b)  [PDQ](https://www.unlv.edu/sites/default/files/page_files/27/HR-PDQ-AdministrativeFaculty.pdf) or NPD19 and Essential Functions form for classified employees

c) Department’s Organizational Chart

d) Vacancy Announcement

e) Student Life Position Approval/Advertisement Request Form

*NOTE: Make sure all documents are accurate, on the correct and latest version of the form(s), and include official Workday job titles.*

2. **Hiring Freeze Request/Approval Process (for FTE positions):**

**NOTE: ONLY DURING HIRING FREEZE, if there is no hiring freeze, skip to step #3**

a) SLHR will submit the Hiring Freeze template to the Vice President (VPSA) via email (CC to associate vice president for student life, assistant vice president for student affairs finance & administration, and business and finance manager for student affairs administration) for approval

b) VPSA approved requests will be forwarded to the Provost, President, and Chancellor for consideration/approval respectively

c) SLHR will be notified of the hiring freeze request decision and the hiring manager/department head will be notified accordingly (when approved, the approval documents will be forwarded to the hiring manager for inclusion in the recruitment and hiring transactions).

3. **New position** request, the following steps will need to be completed:

a) SLHR will complete create position in Workday (WD) and attach the following documents:

* Chancellor’s approval memo and spreadsheet
* PDQ (for administrative faculty) or NPD-19 and Essential Functions Form (for classified staff)
* New Position Request form
* Department’s Organizational Chart

*NOTE:**The workflow will be routed to a compensation & classification analyst who will approve, deny, or change the requested classification for the position. The new position request form will then be forwarded to Financial Planning, Budget & Analysis for position budgeting*.*When a new position has been approved, a notification of completion will be sent to the initiator (Hiring Manager* and *Administrative Assistant role in Workday). A position number will be generated in Workday for each new position in an eight-digit alpha-numeric format: P0xxxxxx.*

4. **Existing Vacant Position** request. Prior to creating the requisition, SLHR will confirm if an Edit Position Restrictions is needed to update the position’s duties (PDQ or NPD-19), job profile, title, etc.

5. **Create Job Requisition** in Workday – SLHR will start the process in WD.

*NOTE: When a job requisition has been created in Workday, a requisition number will be generated in an 8-digit alpha-numeric format: R0xxxxxx. The job requisition will be assigned to a primary recruiter for posting. The hiring manager and administrative assistant role will receive a notification in Workday, and an email confirmation containing a link to the posting.*

# SEARCH PROCESS

6. **Request Search Committee’s Workday access** [Administrative Assistant/Hiring Manager]. All search committee members need to complete the [confidentiality form.](https://www.unlv.edu/sites/default/files/page_files/27/HR-Forms-ConfidentialityAcknowledgement.pdf) Email SLHR the signed confidentiality forms for all committee members. In the email, specify the job requisition number (R0xxxxxx), and committee members’ names and roles (i.e. chair, co-chair/coordinator, secretary)

*NOTE: In the acknowledgement and agreement section of the confidentiality form, be sure to include the position title AND requisition number.*

7. **Search Committee Expectations** [Search Chair/Committee, Hiring Manager] The hiring manager, search chair, and search committee will meet to discuss expectations, timelines, roles, tasks, interview questions, rubrics, background/experience preferred, and other details to prepare for the search process. *NOTE: When there are questions pertaining to the search and Human Resources (HR) matters, be sure to email SLHR. If necessary, SLHR will contact HR for information.*

8. **Search Committee Google Drive** [Search Chair, Hiring Manager] The search chair and hiring manager will keep a Google drive with the following information:

a. Search timeline

b. PDQ or NPD19

c. Vacancy Announcement

d. Confidentiality Agreements

e. Resume screen tool

f. Phone interview questions

g. Campus interview itinerary

h. Interview questions for groups on itinerary (i.e. staff team, students, etc.)

i. Interview presentation prompt (if applicable)

j. Rubric Rankings

k. Reference check questions

l. Candidate Information Packet

m.  [Bias Training](https://drive.google.com/file/d/1cuJJfy9PdVQ3izhB-n1I4T6Hbi6R7-eA/view?usp=sharing)

*NOTE: The Google search drive will need to be shared with the SLHR for record retention purposes. All search information needs to be kept for 3 years per NSHE policies. https://www.unlv.edu/sites/default/files/page\_files/27/NSHERecordsRetentionDispositionSch122015.pdf*

# RESUME SCREEN AND PHONE INTERVIEW

9. Resume screening for minimum qualifications [Search Chair, Hiring Manager]

10. Complete enhanced resume screening to determine candidates to interview [Search Chair and Committee Members]

*NOTE: At any time, a candidate(s) elects to withdraw from the search, ask the candidate(s) to email the search chair a written notification stating the candidate is withdrawing from the search, and forward the email to SLHR so Workday can be updated accordingly.*

11. Submit recommendations (along with scoring information) to the hiring manager for final approval for phone interviews. [Search Chair]. If phone interviews will not be conducted, skip to #14.

12. Schedule approved phone interviews using the dates and times provided by the search chair. Send candidates’ confirmation emails. [Administrative Assistant]

13. At the end of the phone interview, share with candidates the search timeline and salary range and answer any candidate questions. [Search Committee, Chair]

*REMINDER: If an accommodation is made for one candidate, it must be offered/made for all candidates. (i.e. application materials submission late/revised, providing a written copy of the interview questions at the very beginning of the interview)*

14. Compile a rubric ranking sheet (https://www.unlv.edu/hr/search/recruitment-resources) to include strengths and challenges of each candidate phone interviewed (or all candidates meeting minimum qualifications if not doing phone interviews). Identify candidates that are selected for campus/virtual interview invitations. The Search Chair will inform the Hiring Manager and SLHR (via email). (Do not contact the candidates.)

# CAMPUS or VIRTUAL INTERVIEW

15. After determining the candidates for campus/virtual interviews (final round), move these candidates to the “Screen” stage via Workday [Hiring Manager]

*NOTE: The search committee members cannot move candidates in Workday.*

*Additionally, for CLASSIFIED POSITIONS, “interview pools must contain no less than five minimally qualified candidates unless there are fewer than five minimally qualified candidates. Similarly, interview pools must contain 22% or more veteran candidates, unless there are fewer than 22% of veteran candidates who meet the minimum qualifications.” Please refer to* [*https://www.unlv.edu/hr/search/campus-interview#classified*](https://www.unlv.edu/hr/search/campus-interview#classified) *for more information.*

**16. Request HR/EEO approval for campus/virtual interviews** [Search Chair, Hiring Manager] Prior to campus/virtual interviews, approval is required from the UNLV Office of Equal Employment (EEO) & Title IX or Human Resources. Email UNLVHRrecruitment@unlv.edu and CC slhr@unlv.edu with the information listed below:

a) Phone/Initial virtual interview questions

b) Completed rubric used to score candidates (for phone interviews or resume screenings if phone interviews were not conducted)

c) Final interview questions

d) Copy of selected candidates’ resume

e) Locations of paid or external posting advertisements

f) Justification is required for pools of 1-2 candidates

17. After the request has been approved, the hiring manager or administrative assistant will receive a confirmation via UNLVHRrecruitment@unlv.edu with next steps. *NOTE: SLHR will move the approved candidates to the “Interview” stage in Workday.*

18. Upon EEO approval, schedule on-campus/virtual interviews with the dates provided by the Hiring Manager [Administrative Assistant]

a. Send candidates confirmation email, details on travel arrangements (if applicable), candidate information packet, presentation prompt (if applicable), and interview itinerary. Notify candidates that their references may be contacted prior to their campus/virtual interview.

*NOTE: For final interview candidates, schedule a 15 - 30 minute interview with the associate vice president for student life (AVP) via SLHR@unlv.edu.*

b. Send calendar invites that include candidates’ resume and interview questions to interviewers.

# REFERENCE CHECKS

19. Reference checks may be conducted before or after the final interview. Create a list of questions for reference checks and determine which committee member(s) will conduct the reference checks. [Search Chair and Committee Members].

*NOTE: A hiring manager may prefer, prior to candidates’ arrival, a reference check from their direct supervisor is completed.*

# OFFER AND/OR CLOSE SEARCH

20. Final Search Committee Summary which includes strengths and challenges of each candidate (including references) added to the Google Share Drive for the hiring manager final review. The Search Committee is a recommending body; therefore, it will provide the hiring manager with feedback as requested (i.e. compiled scores, list of strengths and challenges for each candidate). [Search Chair]

21. Hiring manager/Director makes a recommendation and presents it to the assistant vice president for student life. If necessary, salary negotiations may happen at this step.

*NOTE: At any time a requested salary is above a position’s salary level Q2, prior approval is needed from the associate vice president for student life (AVP), VPSA, and Provost before making an offer. This request needs to be submitted to the AVP via a memo explaining the reason for the memo and including the candidate’s substantial experience and or education justifying the request.*

22. Upon assistant vice president’s support, email SLHR to request for the WD interview stage to be completed (include final interview date and status of reference checks) via moving the candidate to the “Reference Check” and “Offer” stages accordingly. [Hiring Manager]

23. Selected candidate will receive a WD business process notification to complete the Convictions Disclosure Statement Questionnaire. HR approval is needed before making a verbal offer.

24. Upon HR approval (via Propose Compensation transaction) and receipt of hiring manager’s confirmation of offer information, the selected candidate will receive a verbal offer (discuss start date, salary, etc.). [SLHR]

*NOTE: SLHR will email the hiring manager the outcome (i.e. verbal acceptance, request to consider offer, counteroffer, and decline of offer).*

25. Once the selected candidate’s decision is determined, the individual will be moved to the next appropriate stage in Workday. [SLHR]

26. If the offer is accepted, complete the WD propose compensation transaction [SLHR]

27. Upon completion of WD propose compensation approvals, a formal offer letter (employee contract) will be sent to the candidate via Workday [SLHR]

28. In Workday, upon receipt of the candidate’s signed offer letter submission, the job requisition will be processed to initiate the hire process and close the search [SLHR]

29. Notify remaining candidates via regret emails [Search Chair]

30. In the event that a search fails, HR provides information about how to cancel the search [SLHR]

31. Email UNLVHRrecruitment@unlv.edu (CC SLHR@unlv.edu) the HR-EEO Search Summary for the position regardless of outcome (filled, delayed, failed, etc.)*[Search Chair]*

*NOTE: Refer to the HR-EEO Search Summary Sample for details.*

# HIRE PROCESS

32. Complete the WD Hire transaction. [SLHR]

33. Complete the Onboarding Process [Hiring Manager]

#  **SEARCH EXPECTATIONS**

● Prioritize search committee obligations so search timelines maintained

● Prioritize participation in colleague interviews

● If a committee member knows a candidate, the member should recuse themselves

● All employees and students represent UNLV – be sure to be welcoming to candidates and give candidates full attention. Be on time to interviews

● Confidentiality – do not discuss candidates with others

● If contacted by candidates be careful what share – important that all candidates have access to the same information. Committee members may share the following about the position: the purpose, what team it would be part of, current initiatives (anything that is in the candidate information packet they received or on the website)

● Internal candidates must be treated as any other candidate – don’t want to respond to a claim of bias

# **ADDITIONAL RESOURCES**

* <https://www.unlv.edu/hr/search>
* HR Search Committee Kick Off Presentation
* HR-Guide to Virtual Interviews