



RECRUITMENT AND SELECTION PROCEDURES FOR AP FACULTY POSITIONS

I. Creating a Posting (Request to Advertise a Position)

The recruitment process for **Administrative and Professional (AP) Faculty positions** may be initiated by the hiring manager in PAPERS at <https://jobs.odu.edu/hr>. In this automated process, hiring managers will have the ability to officially request that a position is advertised by creating a **Posting**. When creating a **Posting**, the hiring manager will have the ability to identify specific recruitment sources they wish to use to supplement the Posting, determine what materials candidates should submit as a part of their application package, and designate individuals to serve as the search committee chair as well search committee members.

Once the Posting is created, the hiring manager will submit the Posting to the Budget Unit Director (BUD) for review and approval. Upon approval, the BUD will submit the Posting to the Department of Human Resources (HR) for approval.

In terms of recruitment sources, the Chronicle of Higher Education and HigherEdJobs are free sources in which AP faculty positions are posted. If an **exemption from advertising on the Chronicle website and/or internal recruitment** is requested, HR will submit the request to the Office of Institutional Equity and Diversity for review and approval. It is recommended that AP Faculty positions be advertised for thirty days. At a minimum, positions must be posted for five days. Hiring managers will have the option to include: 1) a firm closing date for a recruitment, or 2) an open-until-filled recruitment. A firm closing date would be a predetermined deadline for collecting applications for a recruitment – a minimum of five days is required. An open-until-filled recruitment will continue to collect applications on a rolling basis – the initial cutoff (or review) date for reviewing applications will be set at least five days from the recruitment opening date. If needed, additional applications received after the initial review date will be reviewed in the order they are received. These timelines may not apply to coaching positions under Athletics.

Once the Posting has been approved by HR, a system generated e-mail will be sent to the hiring manager. HR will post the announcement on the University's website and other recruitment sources as requested. All announcements will be posted as on-line advertisements unless print ads are specifically requested in the Posting.

User guides with step-by-step processes on how to create a Posting, dispensing candidates and initiating a hiring proposal in PAPERS are located at the link below, which also can be found on the PAPERS homepage under the Department of Human Resources website.

<http://www.odu.edu/content/odu/facultystaff/employee-services/papers.html>

Please Note: Hiring managers and BUDs should have conversations with their vice president regarding the approval to advertise their positions before creating a Posting in PAPERS. This should be done through the appropriate chain of leadership.

Search Committees

In the Posting, the hiring manager will have the opportunity to identify the search committee chair and search committee members. The search committee should be diverse in terms of gender and ethnicity. Depending on the level of the position, it is recommended that the search committee consists of a minimum of three to five members. Search committees may include customers and peers of the position. It is not recommended that all the members serving on the committee are from the same department.

Search committee members must complete the **On-line Search Committee Training**. Search committee members will not have to repeat the training if the training was taken within a twelve (12) month period. The following is a link to the training which is located on the Office of Institutional Equity and Diversity's webpage. This training should be completed before the search committee members evaluate candidates' applicant data (cover letter, application, resume, etc.).

<https://www.odu.edu/facultystaff/employee-services/managers/recruiting/search-committees/search-committee-training>

Once the search committee is approved by HR, it is strongly encouraged that the hiring manager meet with the committee to discuss the charge and instructions for the search. It is during this meeting that the hiring manager will have the opportunity to discuss their level involvement with the search process. For example, the hiring manager may charge the search committee in only identifying the top three candidates and hiring manager would interview the finalists.

II. Applicant Review (Evaluating and Interviewing Candidates)

During the applicant review stage of the recruitment process, the search committee evaluate candidates, conduct interviews, and recommend finalists to the hiring manager.

Once the application review date that is outlined in the Posting has passed, the search committee may proceed in creating a matrix to evaluate all candidates using minimum and preferred qualifications listed in the announcement. The search committee will also be responsible for developing a set of core job-related questions for telephone and/or campus or virtual interviews. An Interview Question Guide is available on HR's web page at <http://www.odu.edu/content/dam/odu/offices/human-resources/docs/intervquestguide.pdf>.

Virtual interviews (WebEx, Zoom, Skype, etc.) may be an option in place of campus interviews. A virtual interviewing guide is available at the below link:

<https://odu.edu/content/dam/odu/offices/human-resources/docs/virtual-interviewing-guidelines.pdf>

Consider whether the interview process is appropriate for individuals with disabilities. **Before contacting the applicants:**

- Ensure that the campus interview location and nearby restrooms are accessible to individuals with physical disabilities.
- Determine whether a work sample (if applicable) might require an accommodation for individuals with a physical disability or a non-apparent disability.
 - If uncertain, please contact the Office of Institutional Equity & Diversity for guidance.

When contacting the applicants:

- Briefly explain what the interview will entail and inform the applicant that we provide reasonable accommodations, if needed, for the interview process.
- When confirming interviews via email, include the day's itinerary and agenda. Also include the following statement:

Old Dominion University will provide a reasonable accommodation to the known disability of a qualified applicant for employment. If you need assistance or accommodations to participate in the interview process, please contact the Office Institutional Equity & Diversity at (757) 683-3141. Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations for individuals with disabilities.

(Important Note: For open-until-filled (OTF) positions, once the announcement is removed from the website, additional candidates will not have the ability to apply for the position).

After the candidates are evaluated by the search committee, the chair may proceed in conducting telephone interviews, if applicable. These informal interviews are optional and do not require approval from HR.

Once telephone interviews are completed, the **search committee chair** will update each candidate to the appropriate status in PAPERS. This process of updating candidates is inclusive of submitting candidates that are recommended for campus interviews to HR for review and approval. Candidates who are selected for campus interviews must meet all minimum requirements at the time in which they apply.

When the interview pool has been approved, the search committee chair will receive an e-mail from the HR Recruiter informing them they may proceed with campus interviews. It is at this point the search committee may contact applicants to invite them to the University for a formal interview. The campus interview schedule does not require approval from HR.

Acknowledgement Letters and Other Letters to Candidates

Candidates will receive a system generated e-mail for each position in which they officially apply. This e-mail acknowledges that the search committee has received their materials and will also thank them for applying to an employment opportunity with Old Dominion University. Candidates will also receive an e-mail if they answer questions incorrectly notifying them if there are disqualifying screening questions as part of the Posting. Other system generated decision letters are e-mailed to the candidate at the end of the process when a final selection is made for the position.

The search committee will not have to request additional data from candidates (formally called the **Data Gathering Letter**) since this data is now voluntarily submitted by the candidate when they initially apply for a position.

Employment References and Verification of Credentials

Once campus interviews are complete, the **search committee chair** will update PAPERS and submit the final candidate recommended for hire and the alternates to the **hiring manager** for review and approval in PAPERS.

The search committee should verify the credentials and conduct references only for candidates who are being seriously considered for a position and have been offered a campus interview. At least two references should be obtained on the **applicant selected to be hired** – one from the current employer and one from a previous supervisor. Letters of recommendations or co-worker/mentor references are not supported as employment references for this process. Instructions on completing both documents are available on the PAPERS website.

The search committee should also verify the selected candidate's most recently conferred degree. Verifications of credentials may be completed via the National Student Clearinghouse at <http://nationalstudentclearinghouse.org> or by submitting the official transcripts directly to Human Resources. Credentials not verified prior to submitting the Hiring Proposal to HR may delay an offer being extended to the selected candidate.

III. Hiring Proposal (Selection of Final Candidate)

In the final stage of the recruitment and selection process, the hiring manager will have the opportunity to review the finalists selected by the search committee, select the final candidate, and submit the Hiring Proposal to HR.

Upon determining the final candidate, the hiring manager will initiate a **Hiring Proposal** in PAPERS for the selected candidate. In the Hiring Proposal, the hiring manager will have the opportunity to propose a starting salary, propose an effective date, and attach documents such as the references and the Board of Visitors summary. Once the Hiring Proposal is completed, the hiring manager will submit the proposal to the appropriate vice president for approval. The vice president will then submit the request to HR for approval.

The hiring manager will also have the opportunity to request a relocation bonus for a selected candidate in the Hiring Proposal. According to the Office of Finance's Relocation Bonus Guidelines, bonus amounts should be limited to 15% or less than the starting salary to be offered.

In terms of funding, hiring managers should attach a budget adjustment in the Hiring Proposal to reflect the where the bonus would be allocated. Specific details regarding the Relocation Bonus Guidelines can be found on the Office of Finance's website at <https://www.odu.edu/content/dam/odu/offices/finance-office/docs/payroll/relocation-bonus-info.pdf>.

Once approved, the Hiring Proposal will be returned to the hiring manager with a status of 'Make Offer.' The hiring manager will receive an e-mail informing them that they may proceed with the **verbal employment offer**. The employment offer is contingent on the results of a background check.

If the candidate **accepts the verbal offer**, the hiring manager will return the hiring proposal back to HR with a status of 'Offer Accepted' so that an offer letter and other new hire materials can be mailed to the new hire. *****Please contact HR immediately, if after the verbal offer has been extended visa sponsorship is needed.*****

If there are **salary negotiations**, the hiring manager should contact HR. The Hiring Manager must receive approval from the appropriate vice president and from HR **before** offering a candidate a salary different than the salary that was originally approved in the Hiring Proposal.

If the candidate **declines the verbal offer**, the hiring manager will return the hiring proposal back to HR with a status of 'Offer Declined.' The hiring manager will make the decision to either: 1) initiate a Hiring Proposal for an alternate candidate, or 2) advertise the position again.

IV. RETENTION OF RECORDS

Recruitment records to include interview questions, notes regarding the responses, the screening matrix and other recruitment documents must be retained for three (3) years from the date of the interviews. These records are subject to audit. After three years, the records can be destroyed within the guidelines established by the Library of Virginia.