

Effective: May 31, 1988

**Administrative Policy  
PERSONNEL REQUISITIONS, SEARCH GUIDELINES  
and PROCEDURES for STAFF and ADMINISTRATORS**

**Approved:** May 31, 1988  
Revised: June 19, 2001  
President's Advisory Council

This policy provides uniform guidelines and procedures for requisitioning and searching all new and vacant administrative and staff positions.

**Objectives**

This policy is designed to:

1. Attract qualified applicants in order to create a culturally diverse workforce;
2. Encourage all University divisions to become more active in the recruiting process;
3. Maintain a University -wide complement control process; and
4. Sustain assurance of compliance with local, state, and federally mandated Affirmative Action and Equal Employment Opportunity policies, Collective Bargaining Agreements and the University's policies.

When this policy's governance is not applicable, deferral and state policies, as appropriate, will take precedence.

**Definitions**

A Search Committee is required for the Pennsylvania State System classifications 190 and above, State University Administrators 3 (SUA) and above and coaches, as appropriate with collective bargaining agreements and for positions of Vice President, Assistant/Associate Vice President, Deans, and specific directors. These positions are administered by the University's policies.

The Search Committee's responsibility is to select and recommend to the appropriate supervisor, generally, three (3) final candidates based on professional and defensible reasons. A Search Committee may be appropriate for other positions; i.e., State System 180's and SUA 2's, as decided after consultation with the appropriate Vice President and the Social Equity Office. See Affirmative Employment Procedures Manual for other specific duties.

A Screening Committee, which is an advisory body selected by the appropriate supervisor, may be formed to assist the search process for State System classifications 180 and below, State University Administrators 1 and 2 and clerical, skilled crafts, service/maintenance and technical para-professional positions. A Screening Committee is only formed when a Search Committee is not used for the selection process. Generally, a Screening Committee will assist the division supervisor in the recommendation of candidates to be interviewed after the Human Resources Services Office has forwarded those candidates meeting the minimal qualifications.

## **Forms**

A Personnel Requisition Form initiates the process and documents approval to fill a position.

A Job Description (staff) or Position Questionnaire (managers) is a form to be completed by the supervisor which details the duties and responsibilities for the position.

An Essential Functions Identification Form is a form to be completed and approved detailing essential duties and physical requirements for the position.

An Advertising Copy Form is a form which provides a standard for all advertisements developed for placement in various media sources. Adaptations will be permitted for professional journals/publications that have limited space requirements. This form is provided by Human Resources.

An Advertising Tracking Form is a form to assist the hiring department and Human Resources Office in assessing the response to selected media sources as recruitment vehicles. See Advertising Guidelines for Search Committees Policy for advertising guidelines.

A Pre-Interview Search Report is a form to be completed and approved regarding candidates to be interviewed, before the process begins, and affirmation of efforts to attract a diverse pool of candidates.

A Post-Interview Search Report is a form to be completed and approved regarding affirmation of search process and candidate selected.

An Administrative/Staff Appointment Form is a form providing approval to hire a candidate.

## **Procedures and Responsibilities for Requisitioning Administrative and Staff Vacancies**

The vice presidential areas and president's office wishing to fill a vacancy must forward to the Associate Vice President for Human Resources the position description with justification for additional duties, consequences for not filling the position, feasibility of "outsourcing" the position and/or converting the position or redistributing work within the office or to another office.

As an ongoing process, the vice presidential areas and president's office must have on file with Human Resources benchmarking information for all non-faculty positions. Such

information, as possible to obtain, should include reporting lines, classification, staffing organization, job responsibilities and, if relevant, budget information. Suggested comparison institutions are Bloomsburg, Edinboro, Kutztown and Shippensburg Universities and other appropriate institutions. This information should be updated every five (5) years. The process importance is a realistic projection by each division of complement needed to meet the mission of the University.

The Associate Vice President for Human Resources will review the request and benchmarking information and provide written notification to the appropriate office if the vacancy may be filled. A copy of this decision is forwarded to the Social Equity Office. If the Associate Vice President does not concur with the request to fill the vacant position, this officer shall request that the matter be placed on the President's Executive Cabinet agenda where rationale for the decision will be discussed.

If the President or Vice President chooses to delay or not fill a position, the President's Executive Cabinet will be informed within one (1) month of such decision.

The Associate Vice President for Human Resources will issue quarterly complement/vacancy reports to the President's Executive Cabinet.

### **Procedures and Responsibilities for Filling Administrative and Staff Vacancies Requiring a Search Committee**

To fill a position, vice presidential areas and the president's office must receive approval as this policy states.

Each supervisor develops and/or verifies the job description and completes the Essential Functions Identification Form in collaboration with Human Resources. The Human Resources Office will be responsible for placing the advertisement and will interact with the Social Equity Office to ensure affirmative action compliance and University commitment to equal opportunity.

The Search Committee, selected by the supervisor, will meet with a Social Equity representative to review the hiring process with the committee.

It is the responsibility of University executive offices (i.e., Vice Presidents, Social Equity and Human Resources) and the Search Committee to undertake good faith recruitment efforts that result in a qualified and diverse pool of candidates. Among the Search Committee's duties is the responsibility to thoroughly check references and collect appropriate information on candidates for data purposes. When appropriate, a consultant may be used to assist with the development of the appropriate Vice President's area. (See Affirmative Action/Equal Employment Opportunity Procedures Manual for a more complete list of duties for Search Committees.)

After the Search Committee selects candidates to be interviewed, the Pre-interview Search Report must be sent within two (2) working days to both the Social Equity Office and the supervisor for review in order to ensure affirmative action compliance and University commitment to equal opportunity. The Social Equity Office and the supervisor will normally take no longer than two (2) working days to return the form to the Search Committee. When interviews are completed, the Search Committee should normally

take no longer than five (5) working days to forward the recommended candidates to the supervisor and the Social Equity Office.

Through the signing of the Post-interview Search Report and the Administrative/Staff Appointment Form, the supervisor and Social Equity Office will normally recommend a candidate for the position to the appropriate Vice President or the President within three (3) working days after selection. Unless discrepancies occur, the Vice President or President must accept or reject recommendations within three (3) working days. The forms are then forwarded to Human Resources where the hiring process begins.

Human Resources will provide the supervisor with salary and benefit information and will advise the supervisor that they can orally offer the position to the candidate. Human Resources will send the candidate the official job offer with salary and benefits in writing within two (2) working days after receiving authorization. Letters for executive managers are prepared by Human Resources and signed by the President. The finalist will be given one (1) week to reply, unless special circumstances are applicable. Only Human Resources and the supervisor for the position can approve special circumstantial provisions.

Rejection letters will be sent by a division designee (secretarial support) within the Vice President's area. It is the responsibility of the search committee to ensure completion of all search materials and to forward them to Human Resources.

If a Vice President chooses to delay or not fill position, the President's Executive Cabinet will be consulted within one (1) month.

### **Procedures and Responsibilities for Filling Staff Vacancies not Requiring a Search Committee**

**Note:** Although a Search Committee is not required for positions 180 and below, SUA 1 and 2 and, clerical, skilled crafts, service/maintenance and technical/para-professional, the supervisor may wish to form a Screening Committee to assist the search. See Affirmative Action/Equal Employment Opportunity Procedures Manual for list of duties.

The vice presidents can proceed to fill the job vacancy immediately, but if they choose to delay or not fill the position, the President's Executive Cabinet will be informed within one (1) month.

All searches will be administered by Human Resources. They will consult with the supervisor on the job advertisement. As appropriate, a pre-approved advertisement, which normally applies to skilled crafts and service/management positions, may be used. Further, Human Resources will assist the supervisor in completing the Essential Functions Identification Form, reviewing applicants as to qualifications, conducting authorized testing if necessary, and forwarding candidates' application materials to the supervisor. Human Resources will ensure under-represented individuals are considered for all position vacancies. If a Screening Committee is formed, all qualified applications will be forwarded to this committee for review.

Once the supervisor determines candidates to be interviewed, the Pre-interview Search Report normally will be completed within two (2) working days and forwarded to the

Social Equity Office for review. Social Equity will normally return the form within one (1) working day to the supervisor.

After interview and once the hiring recommendation is made, the supervisor, with the assistance of Human Resources, will complete the Post-interview Search Report and the Administrative/Staff Appointment Form within two (2) working days. These materials will be forwarded to the Social Equity Office for review. Social Equity will generally forward these forms with a recommendation within two (2) working days to the Vice President or President.

After the Post-interview and Appointment forms are completed and reviewed, Human Resources will officially offer the job to the selected candidate within two (2) working days. The Human Resources Office will inform candidates not selected.