

**Effective:** May 31, 1988

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

**Approved:** May 31, 1988  
Revised: June 19, 2001  
**Revised:** December 2, 2019  
President's Cabinet

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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 Equal Employment Opportunity policies, Collective Bargaining Agreements and the University 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 Human Resources Office.

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 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.

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

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 in collaboration with the hiring manager.

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

It is the responsibility of University 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.

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 Human Resources Office and the supervisor for review. The Human Resources 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 Human Resources Office.

Upon receipt of the name of the recommended candidate, Human Resources will provide the supervisor with salary and benefit information and will advise the supervisor that they can make a verbal, tentative offer to the candidate. Human Resources will begin the background check process and 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.

It is the responsibility of the search committee to ensure completion of all search materials and to forward them to Human Resources.

### **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.

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 and conducting authorized testing if necessary. 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 and forwarded to the Human Resources Office for review. Human Resources will normally return the form within one (1) working day to the supervisor.

After interview and once the hiring recommendation is made, the supervisor 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 Human Resources Office for review.

Upon receipt of the name of the recommended candidate, Human Resources will provide the supervisor with salary and benefit information and will advise the supervisor that they can make a verbal, tentative offer to the candidate. Human Resources will begin the background check process and send the candidate the official job offer with salary and benefits in writing within two (2) working days after receiving authorization.