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Recruitment: To Create a Posting Checklist

Login: Administrative Site: www.uakjobs.com/hr

- Identify whether the position is **Regular** (Staff or Term- approved PD required), **Executive, Faculty, Student, Temps, 6070**. If the posting has been previously opened through People Admin select the “Use Previous Posting” link from the menu options list under “Create a Posting” section on the left hand side. Contact your recruitment consultant for advice regarding positions subject to background checks. HR strongly recommends that background checks be conducted on all recruitments.

- Complete the following fields:
 - **Justification:** Please provide information helpful to Hiring Managers, Budget, and Human Resources. If you are requesting an emergency hire or a direct appointment, please do so here, including the what, who, and why. If you need Budget to assign a PCN, please state “BUDGET PLEASE ASSIGN TERM-FUNDED PCN,” or “BUDGET PLEASE ASSIGN A REGULAR PCN.”
 - **Posting Details:** Please be sure to include TKL, department contact information and search committee member names.
 - **Web Posting Text:** If the position is internal or is a promotional opportunity, please indicate that in all caps in the Job Posting Summary section and the “Special Instructions to Applicants” section. Whatever you require applicants to attach with their application needs to be stated in the “Special Instructions to Applicants.”
 - **Advertising:** Please indicate the posting number, run dates, and where you would like to advertise. HR will post ads to the Fairbanks Daily News Miner and the departments are responsible for all other forms of advertising. All ads must be approved prior to being advertised.
 - **Labor Distribution:** If the labor distribution tab is incomplete Budget will return the recruitment to the department.
 - **Applicant Screening Questions:** Please enter your preliminary questions in this section. These should cover the minimum qualifications from the PD.
 - **Applicant Screening Points:** This section allows you to assign points to the questions and gives you the ability to disqualify an applicant for not meeting the minimum qualifications.
 - **Additional Screening Documents:** Attach preliminary, intermediate, interview, and reference screening criteria. You may request testing or attach other special instructions or memos here.

- HR requires that all hiring departments conduct preliminary screenings and strongly encourages intermediate screenings, in addition to interview and reference check questions. The absence of intermediate screenings advances all candidates to the interview stage. Preliminary and intermediate screening questions should come directly from the posting. All essential functions and qualifications for all benefit eligible positions should come directly from the Position Description. If you need assistance in producing quality questions which will help you find the best candidate, please call HR. All screening materials need to have EEO/HR approval prior to posting.

- Activate a Guest User account if there are committee members outside the university or if you have members from another department. This will enable those members to login and view the recruitment via People Admin.

- Assign approval levels – Please check with your dean/director on who has signature authority for People Admin recruitments. Submit for supervisor and/or departmental approvals.

- After all approvals, HR will then forward to Budget; after Budget approval, HR will then post to the web. If the position is a direct appointment or an emergency hire HR will send a quick link to the department contact. This quick link will then need to be given to the potential employee so they may apply for the position. After the applicant applies, complete the flow chart and submit with a copy of the memo of justification.

**Recruitment:
After Posting Close Date Checklist**

- You can view or print out all the applicants' documents (resume, cover letter, and references, etc.) if it is 1) after the close date, or 2) if the review date has passed.
- Begin preliminary screenings. All committee members must agree on which applicants will be advanced to the next stage before intermediate screenings begin. If you choose to not complete the intermediate screenings, you must interview everyone. Please remember to only eliminate candidates at this stage who do not meet the minimum qualifications which were set forth in the posting. **At each stage HR strongly recommends at least 3 committee members to review the documents and/or applicants. All screenings materials are considered legal documents and must be in original form, legible, written in blue or black ink with no pencil or white out. Also, written comments for each question are required to justify the scoring.**
- 1. Write a short memo explaining the advancement or elimination for each of the applicants and include a scoring summary. In the posting in UAKJOBS upload this document into the "Additional Documents" tab.
2. Change the status to "Interview Pending" for the applicants you want to interview, and change the status to the appropriate elimination reason for all others, and save changes.
3. Click "View Posting Summary" and click on "Request to Interview Candidates" button, and confirm.
- UAF HR will review and approve if EEO compliance standards are met. The department contact and supervisor will receive an automatically generated "Request to Interview Candidates Approved" email from UAKJOBS.
- 1. After the interviews and references checks are completed, compile ALL of the screenings, scoring summary information, and write a short memo to HR requesting to hire the candidate(s). Send the entire recruitment packet to HR for review.
2. Simultaneously, in UAKJOBS, change the status of the candidate(s) you wish to hire to "Propose Candidate and Offer," (send background check) or Propose Candidate and Offer (do not send background check) as well as updating the other applicant statuses.
3. Click "View Posting Summary" and click on "Candidate/Alternates Submitted to Final Approver for Approval" button, and confirm.
- Once HR has approved the proposed candidate(s), the department contact and the supervisor will receive an automatically generated "Candidate Proposal" email stating you may now begin the hiring proposal.
- Hiring Proposal:
1. If no exceptional placement is requested, you may offer the job to the applicant. If accepted, begin the hiring proposal. The hiring proposal will be routed through the appropriate departmental approvals, budget, then to HR. Once approved, the department will be notified by email. The department may now print off the UAKJOBS job form and submit to HR personnel with the other new hire paperwork.
2. If an exceptional placement is requested, begin the hiring proposal with exceptional placement. The hiring proposal will be routed through the appropriate departmental approvals and then to HR. Once approved, the department will be notified by email. The department may now offer the job at the higher rate to the applicant. Once accepted, the department needs to complete the final offer tab in the hiring proposal, submit to budget, which will submit the hiring proposal to HR. Once approved the department will be notified by email, the department may now print off the UAKJOBS job form and submit to HR personnel with the other new hire paperwork.
- When establishing the candidates start date, remember an employee may not be in certain eclasses simultaneously in the same pay period; refer to the Ecls reference chart.
- Contact UAF Human Resources at (907) 474-7700 to schedule orientation for benefit eligible employees in the following Ecls: NR, NX, XR, XX, CR, EX, FN, F9, FR, A9, and AR. Employees have 30 days from their hire date to make their health care selections; if no selection is made, they are enrolled in the default plan.

**ACCEPTABLE PRE-EMPLOYMENT INQUIRIES
UNDER EEOC GUIDELINES**

| Subject Area | Acceptable | Unacceptable |
|--------------------------|---|--|
| Name | For access purposes, whether applicant's work records are under another name | To ask if a woman is a Miss, Mrs. or Ms., or to ask for maiden name |
| Residence | a) Place and length of current and previous address b) Applicants phone number or how applicant can be reached | None |
| Age | After hiring, proof of age by birth certificate | a) Age or age group of applicant b) Birth certificate or baptismal record before hiring |
| National Origin | None | a) Birthplace of applicant, parents, grandparents, or spouse b) Any other inquiry into national origin |
| Race | Race for affirmative action plan statistics, after hiring | Any inquiry that would indicate race or color |
| Sex | Inquiry for affirmative action plan statistics, after hiring | Inquiry, which would indicate sex, unless, job-related |
| Religion or Creed | None | a) Birthplace of applicant, parents, grandparents or spouse. b) Recommendations or references for church officials |
| Citizenship | a) Whether a person is legally authorized to work in the U.S. b) Require proof of right to work in the U.S. after hiring | a) If native-born or naturalized b) Proof of citizenship before hiring c) Whether parents or spouse are native-born or naturalized |
| Marital Status | a) Status (only married or single) after hiring for insurance and tax purposes b) Number and ages of dependents and age of spouse after hiring for insurance and tax purposes | a) To ask marital status before hiring b) To ask the number and age of children, who cares for them, and if applicant plans to have children |

| Subject Area | Acceptable | Unacceptable |
|-----------------------------|--|--|
| Military Service | a) Service in the U.S. Armed Forces, including branch and rank attained. b) Any job-related experience c) Require military discharge certificate after hiring | a) Military service records b) Military service for any country other than U.S. c) Type of discharge |
| Education | a) Academic, professional, or vocational schools attended b) Language skills, such as reading and writing foreign languages | a) Nationality, racial or religious affiliation of schools attended b) How foreign language ability was acquired |
| Criminal Record | Listing of convictions other than misdemeanors | Arrest record |
| References | General and work references not relating to race, color, religion, sex, national origin or ancestry | References specifically from clergy or any other person who might reflect race, color, religion, sex, national origin, or ancestry |
| Organizations | a) Organizational membership professional, social, etc., so long as affiliation is not used to discriminate on the basis of race, sex, national origin, or ancestry. b) Offices held, if any | Listing of all clubs applicant belongs to or has belonged to |
| Photographs | May be required after hiring for identification purposes | a) Request photograph before hiring b) To take pictures of applicants during interview |
| Work Schedule | a) Willingness to work required work schedule b) Whether applicant has military reservist obligations | Willingness to work any particular religious holidays |
| Physical Data | a) May state physical requirements of and ask if an applicant can satisfy the requirements b) Require a physical examination after a job offer is made | To ask height and weight, impairment or other non-specified job-related physical data |
| Disability | May ask applicants to describe or demonstrate how they would perform job tasks | To exclude disabled applicants as a class on the basis of their disability. Each case must be determined individually |
| Other Qualifications | Any area that has a direct reflection on the job applied | Any non-job related inquiry that may present unlawful discrimination |

Sample Preliminary Questions

Questions pertain to the minimum qualifications needed to perform job (Yes or No)

- Do you have a high school diploma or equivalent?
- Bachelor's Degree in accounting or business management with substantial accounting coursework, or an equivalent combination of training and experience in fiscal management.
- Do you have a minimum of one year experience working in a professional office setting or equivalent combination of training and experience?
- Is the application packet complete?

Sample Intermediate Questions

Extension of qualifications needed to perform the duties of the position. Scoring is based on application packet information. (Rated)

- Presentation of application, resume (i.e. neatness, misspelled words)?
- Level of demonstrated experience with Banner or similar automated HR/Financial system.
- Experience dealing with confidential materials.
- Skills in dealing with people – oral and written communication.
- Does applicant have experience working in sales, marketing, or public relations?
- Does applicant show experience with publication and web design?
- Has applicant worked in positions that required monitoring budgets and maintaining fiscal records (e.g., reviewing financial reports, keeping soft ledgers, purchasing)?
- Does applicant's background suggest strong organizational and filing skills?
- Level of demonstrated experience teaching at the K-12 level.
- Experience handling front office/receptionist duties, greeting visitors and handling phone calls, screening visitors and setting appointments.
- Does applicant's work history/resume demonstrate customer services skills?
- Does applicant's work history/resume demonstrate the ability to perform vehicle inspection and minor maintenance?
- Evidence of farm management experience.

Sample Interview Questions

Phone and/or on campus interview questions. (Rated)

- Tell me about yourself as it relates to this position.
- Please explain your understanding of the requirements of this position.
- When were you most satisfied in your last job?
- Why did you choose your major? Which courses did you like most? Which did you like least?
- Tell me about a time when you had to work with conflicting, delayed, or ambiguous information. What did you do to make the most of the situation?
- If I asked your co-workers to describe your strengths, what would they tell me and why?
- Tell me what you have done on a consistent basis to ensure that your direct reports feel valued for their contributions?
- Give an example of a time at work that you had to adjust quickly to changes over which you had no control over. What was the impact of the change on you?
- Describe a time when you had difficulty communicating your thoughts clearly to another person or group. What message were you trying to convey? Where did the difficulty in communicating lie? How did you end up getting your point across?
- Tell me about a time when you led a change effort.
- If there were two things you could change in your last (or present) job, what would they be and how would you change them?
- Tell me about a sensitive or volatile situation that required very careful communication.
- Describe your worst on-the-job crisis you had to solve. How did you manage to maintain your composure?
- Tell me about a recent success you had with an especially difficult employee or co-worker.
- Describe the most significant plan or program that you ever developed or implemented.
- Tell me about a time you had to take disciplinary action with one of your direct reports. What led to that action? How did you handle it? What was the outcome?
- How has your present (last) job changed while you have held it?
- Tell me about the methods you use to keep informed of your employees; activities, achievements, progress toward objectives, etc.

- If I asked your current (previous) boss to evaluate your performance, what would he or she say?
- Tell me about your typical day at your current (last) job. How much time do you spend on the phone, in meetings, working by yourself, working with a team?
- Why did you leave your last job? (Or why do you wish to leave your present job?)
- From what you have read about this job, what would you find most challenging?
- What do you hope to gain by working at this department?
- Please describe your experience teaching computer technology skills.
- What trainings have you performed for a group? How did you measure its success?
- How many people have you hired in the past two years? Into what positions?
- Please discuss your grant management and budgetary oversight experience.
- Describe your technical skills. What types of software programs are you proficient with (i.e., MS, Word & Excel)?
- The office environment in which you will be working is filled with interruptions by phone calls, as well as questions from students and faculty. How would you deal with this?
- Please describe your prior office experience. (Filing, prioritizing workloads, meeting deadlines.)

Additional Questions:

- Have you ever been terminated from a position? If so, please explain.
- If you were our selected candidate, when would you be available to start?
- The schedule for the position is from 8 am to 5 pm, is there any reason you would not be able to fulfill these requirements?
- Is there any reason that you will not be able to perform the duties of the job with reasonable accommodation?
- May we contact your references?
- Do you have any questions for us?

Preliminary Stage: Initial Application Review

Department Name- Position Title- Posting Number

Evaluator's Name: _____ Date: _____

ESSENTIAL QUALIFICATIONS REQUIRED:

- 1) Qualification #1
- 2) Qualification #2
- 3) Qualification #3
- 4) Qualification #4

Instructions: Mark each required minimum qualification column with a "Y" (yes) or "N" (no) as appropriate. Candidates receiving an "N" for any qualification SHOULD NOT BE ADVANCED TO THE INTERMEDIATE SCREENING STAGE.

| APPLICANT | PRELIMINARY QUALIFICATIONS | | | | √ BELOW IF ELIMINATED |
|-----------|----------------------------|---|---|---|--------------------------|
| | 1 | 2 | 3 | 4 | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |

Comments:

Note: Continue this format as needed.

Intermediate Screening Stage: Application Review

Department Name- Position Title –Posting Number

Applicant's Name: _____ Date: _____

Evaluator's Name: _____ Total Score: _____

Instructions: Review each application for the criteria listed below. Rank each criterion from 0 to 5. (0= no evidence, 1=very weak; 5= very strong) and provide a brief comment to explain that ranking. You must write comments in blue or black ink. Comments are required and if comments are not written, screening will be returned to committee.

| CRITERIA | COMMENTS | SCORE |
|-----------------|-----------------|--------------|
| Criteria #1 | | |
| Criteria #2 | | |
| Criteria #3 | | |
| Criteria #4 | | |

Note: Continue this format as needed.

Interview Questions

Department Name- Position Title- Posting Number

APPLICANT'S NAME _____

DATE _____ INTERVIEWER _____

All questions will be rated on a scale of zero to five with five being the highest score. A zero score will indicate the applicant did not provide the information. The individual question scores will then be multiplied by the indicated weight factor and the scores will then be added together and the candidates with the highest scores will be advanced to the face to face interview or presentation. You must write comments; all comments must be made in blue or black ink. If comments are not made, screening materials will be returned to the committee.

Total _____

1. Question #1

| Weight | Very Strong | Strong | Average | Weak | Very Weak | No information provided |
|--------|-------------|--------|---------|------|-----------|-------------------------|
| | 5 | 4 | 3 | 2 | 1 | 0 |

COMMENTS:

2. Question #2

| Weight | Very Strong | Strong | Average | Weak | Very Weak | No information provided |
|--------|-------------|--------|---------|------|-----------|-------------------------|
| | 5 | 4 | 3 | 2 | 1 | 0 |

COMMENTS:

Note: Continue this format as needed.

Reference Check Questions

Department Name– Position Title- Posting Number

Applicant's Name: _____

Reference Name: _____

Title: _____

Interviewer Name: _____ Date: _____

Introduction: Hello, this is _____ and I am calling from the University of Alaska Fairbanks. We are currently considering _____ for a position within our organization and you were one of the references provided. Do you have a few minutes to answer some questions for me?

1. Question #1
Comments:

2. Question #2
Comments:

3. Question #3
Comments:

4. Question #4
Comments:

Note: Continue this format as needed.

TO: UAF HR Recruitment
FROM: Employee Name
Department Name
DATE: Date
RE: Request to (Interview/Hire) for Posting #

In this section, please provide a short, but detailed summary stating why you are or are not advancing the applicants to the next stage.

| Applicants | Name of Committee Member #1 | Name of Committee Member #2 | Name of Committee Member #3 | Total |
|-------------------|-----------------------------|-----------------------------|-----------------------------|-------|
| Name of Applicant | # | # | # | # |
| Name of Applicant | # | # | # | # |
| Name of Applicant | # | # | # | # |
| Name of Applicant | # | # | # | # |

Reference Check Process

Reference checking will verify factual information such as dates and places of employment, as well as to provide useful information on the applicant's work history, a valuable indicator of future performance. One risk of not sufficiently examining the background of an employee is a lawsuit for negligent hiring. The general theory of negligent hiring lawsuits is that the employer, because of its negligent hiring practices, placed individuals in a position where they could injure a member of the public. The employer's pre-employment investigation of the employee is the focus of these cases, which try to determine what a reasonable employer should have known and discovered about the employee before hiring the individual. One important tool to discover information regarding an employee's past is the reference check.

Reference Check Process

- Inform the applicant that references will be checked.
- Reference calls should not be limited to references listed by the candidate. Always call the current employer or the last employer, whether that person or entity is listed as a reference or not. (If the current employer is not listed, or the candidate has asked that we not contact the current employer, confirm with the candidate that at the finalist stage we call the current employer unless the candidate withdraws.) Review work history for other reference sources and ask references for contact information for others who might have information about the candidate's performance, and the basis for their information, e.g., employer, colleague, friend, relative? (If friend or relative, do not call.)
- If the applicant is a current employee or has been employed recently with the university, review the employee's personnel file. The supervisor to whom the employee or former employee has applied for promotion, transfer or rehire is allowed access to review information in the personnel file.
- Chose the person(s) who will conduct the telephone and/or written reference checks. Document the responses from the references and retain with the rest of the recruitment packet.
- If the search committee can not obtain a response from a listed reference, ask the candidate for assistance or contact information for another reference.
- The person conducting the reference check should identify themselves by title, and company name, and state why the call is being made. You can also inform the reference what type of position the candidate is being considered for.
- Reference checking can be completed before or after the interviews.
- Ensure that a similar number of reference checks are conducted on each candidate if checks are to be completed on more than one candidate.
- Do not ask for, and please cut off any volunteered comments about matters unrelated to qualifications or performance, e.g., race, religion, national origin, age, gender, disability, marital status, pregnancy, FML.

Applicant Background Check Process

Identified Positions

All exempt staff and regular faculty finalists will have the following background check completed as a condition of employment with the university.

- Criminal History Check- to include sex and violent offender registry and federal court criminal check.
- Employment verification- verification of the employment that the candidate cited that qualifies the individual for the position.
- Education verification- verification of the education that the candidate cited that qualifies the individual for the position.

All finalists for the following types of positions will be subject at a minimum to a criminal background check as described below:

- Positions which will be expected to work unsupervised in residential buildings;
- Positions which will have master key access to a building or buildings;
- Positions which regularly will be expected to work after buildings are closed to the public;
- Positions which will operate university vehicles as part of their duties, including but not limited to employees required to possess a CDL;
- Safety Sensitive positions in Facility Services;
- Residence Life positions;
- Positions which will supervise minors, which may include but are not limited to coaches, recreational staff and student services positions;
- Faculty positions;
- Human Resources Positions;
- Positions identified as high risk on a case by case basis through consultation with Human Resources and/or General Counsel.

Review Process

After the Human Resources office approves the candidate proposal, the hiring department may extend a “conditional” job offer to the candidate which is based upon the successful completion of a background check. At the same time, an email will be sent from UAKJOBS to the selected candidate requesting cooperation in filling out and submitting an authorization and consent form to conduct a background check. Once the Human Resource office receives the proper paperwork from the selected candidate, the check will be conducted through the current background check vendor. Once the results of the check are received by Human Resources, the information will be reviewed to determine the potential for adverse impact on job performance, safety, and security in the workplace. In appropriate cases, an effort will be made to review any negative information with the hiring authority and/or the finalist before disqualification occurs.

After the information is reviewed, Human Resources will contact the hiring department to advise the department whether a hire is approved or not approved. When a hire is not approved, relevant information may be shared at the discretion of Human Resources.

SEARCH COMMITTEE GUIDELINES

If you need assistance with Search Committee's please contact UAF HR @ 474-7700.

For the maximum success in recruitments all actions should be coordinated with the department PPA.

- It is imperative that all committee members are conscious of the confidentiality of all the information made available to them during the recruitment process. It is also critical that everyone keep in mind the purpose of the recruitment process is to select the best applicant for the position. In accepting committee membership, each member assumes the responsibility not to mention any candidate's name or status, or the content of any committee conversation to any non-committee person within or outside the institution, as confidentiality of applicant information and reference checks must be maintained. The identity of people who have revealed themselves through their candidacy and the integrity and candor of member-to-member discussion must be protected.
- A search committee should be composed of three or more persons. Membership should include women and minorities and may include faculty, staff, students or non-university people. Employee Relations staff may serve as ex-officio members. A large number of committee members may complicate the screening process.
- Once appointed, the committee is acting on behalf of, or as an agent of, the University of Alaska Fairbanks. The individual committee members should function as representatives of the committee, not as representatives of the constituency from which they were appointed.
- It is the responsibility of the committee to make affirmative recruitment efforts to ensure a well-balanced applicant pool. In doing so, the committee is encouraged to use all professional resources to make personalized contact with protected individuals. The committee should record all such activities and include report of actions taken when submitting the flow report, so that "good faith" recruitment efforts will be demonstrated and properly documented.
- Some search committees are tasked with developing the postings and screening criteria in addition to participating in the screening and interview process. Current Position Descriptions (PD's) should be used to develop job descriptions. All preliminary and intermediate screening criteria should be based on minimum qualifications on the job description. Interview questions should be developed to elicit responses, which would clearly indicate the applicant, whose knowledge, skills and abilities most closely match the qualifications identified in the job descriptions. When the intermediate, interview and reference questions are scored, committee members should agree in advance on what criteria those scores are based on. For example, what level of experience would warrant a maximum score? The written comments should support the numerical score (and vice versa).

- Selection criteria are based on elements identified in the job description - actual knowledge, skills and abilities needed for the position. Criteria, which are not reflected on the job description and are not essential for satisfactory job performance, should not be used. Years of experience should not be used as criteria, since candidates should be allowed flexibility to demonstrate job knowledge, skill and abilities whether acquired through formal education, work experience or a variety of life experiences.
- Committee members should be as open, consistent, and fair as possible and should treat all applicants in the same manner. This is especially important if the applicants are internal applicants or otherwise known to the committee. No committee member shall serve as a personal reference contact for an applicant.
- It is not necessary for all committee members to participate at each stage of the screening. It is necessary; however, that the same committee members screen all applicants at each stage to ensure consistent application of screening criteria.
- Any completed preliminary and intermediate screening forms should be maintained separately from the applicant materials to prevent bias of the subsequent committee members' reviews.
- Document all phases of the final interview process. This may be tricky if the process will involve guest lectures with student feedback or the like. However, if the applicant's performance on campus outside the formal interview will be considered in the selection decision, then it should be documented.

Recruitment Overview

Preliminary Application Review

All screening/recruitment materials are considered legal documents and therefore MUST be legible, and written in blue or black ink only. Pencil, white out, and Xerox copies are not acceptable.

As applications are received, the recommending hiring authority or screening committee members conduct initial screening to determine whether applicants are minimally qualified for the position. This screening is based on the resume and other documents submitted, not on personal contact. Committee members should agree on who is advanced to the next stage.

Intermediate Review Process

This screening process is more qualitative in character than the first screening.

The screening committee examines applicant material with great care and assesses the degree to which the applicant has met or exceeded the criteria established by the committee as outlined in the Job Posting.

Documentation should contain a quantifiable rating system for jobs, excluding faculty and officers of the university or senior administrators (officers), based on the job description and include any weight factors. If there are criteria, which have greater importance for satisfactory performance for faculty and officer jobs, they must be identified and weighted as appropriate. Intermediate screening processes will include written documentation supporting screening results. If testing is used, grading or evaluation of the results must be clearly specified.

If applicants are being eliminated in Stage One or Stage Two, submit all screening documents, with written comments, and the results of the screening to the UAF Human Resources Office. Include the names of applicants to be interviewed and screenings before proceeding to Final Interview Stage.

If no applicants are eliminated in either Stage One or Stage Two, notify the HR office via email or fax that the committee has not eliminated anyone and plans to proceed to the interview stage.

Interview Process

After UAF HR approval, the committee conducts interviews and reference checks. At this time, the committee prepares a written summary of the qualifications and overall impressions received from each finalist. The screening committee recommends to the hiring authority a list of finalists (ranked or unranked – as determined by the Hiring Authority). The Hiring Authority will select the best-qualified candidate based on the best available information compared to the job-related criteria as advertised and in accordance with AA/EO guidelines processes and procedures.

Recruitment Process Guidelines

1. Refer to University Regulation R04.03.020 regarding hiring authority responsibilities.
2. **Stage One** Preliminary Application Review - Yes/No or Short/Long text Questions
 - a. Applicant must submit signed UA application.
 - b. Rate all applications using Yes/No Questions
 - c. Advance qualified applications to Stage Two
3. **Stage Two** Intermediate Review Process
 - a. Rate advanced applications using *Stage Two* Intermediate Review Questions.
 - b. Before advising any applicant of their standing/elimination from the screening process and before scheduling any personal interviews, forward the request to interview to HR for approval of Stage One and Stage Two processes.
 - c. Based upon HR approval, committee initiates rejection letters to applicants eliminated and schedules interviews with remaining applicants.
4. **Stage Three** Interview Process – Interview Final Candidates

- a. Conduct interviews.
- b. Make reference checks of employers and provided references.
- c. Complete the candidate proposal stage in UAKJOBS. List any alternates in order of preference. Screening documents on each applicant interviewed should support the order of preference. Send the recruitment packet and all applicant files not previously reviewed by HR to HR for final approval.
- d. After approval, make offer to #1 applicant listed in UAKJOBS. If applicant does not accept employment offer, offer position to #2 applicant, etc. If none of the applicants accept offer, the position must be closed as unfilled, re-opened and re-advertised.

5. Stage Four Hiring Proposal

- a. Select and complete the appropriate hiring proposal in UAKJOBS. This will capture the applicant's rate of pay, start date, etc.
- b. Once all approvals have been received print off the job form and submit to HR with the rest of the new hire paperwork.

**Standard UAF Format for Advertising Jobs in Newspapers, Trade Journals, Other
Web Sites, Etc.**

JOB TITLE:

DEPARTMENT:

POSTING #:

PCN:

GRADE:

STATUS: (example) Regular, Full-Time, Non-Exempt

CLOSE DATE:

If you would like to apply for this position, please go to <https://www.uakjobs.com> and click on "Create Application" link to select a User Name and Password and to create your application. Once you have completed this step you can begin applying for jobs on-line by clicking "Job Posting Search". If you need assistance, please contact us at 474-7700 or stop by 3295 College Road, Room 108, Fairbanks, AK 99775-7860 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

UAF is an AA/EO Employer and Educational Institution.

Emergency Hire and Direct Appointment Guidelines

Emergency Hires:

R04.03.032

The authority to use the emergency hire process requires prior approval of the Human Resource office. The hiring authority will submit a job posting with justification for the emergency hire and the candidate's job related qualifications to the HR office for review of the hiring. HR will review emergency hire patterns to ensure that a good faith effort has been made to contact members of "protected classes."

Emergency hires are made in unexpected cases where temporary employment demands are of a business necessity and emergency nature such as the following:

1. To cover an employee on emergency or short-term, temporary leave.
2. To appoint a short-term, temporary employee to assist with an unexpected increase in work load.
3. To temporarily fill a vacancy only for the duration of the normal recruitment and hiring process.

Direct Appointment:

R04.03.035

Direct appointment is a selection made without open recruitment and requires approval of the HR office. Direct appointments will be granted in those cases where open recruitment can be demonstrated to be inappropriate, such as:

1. A request for a noncompetitive placement in a vacant position in the same or lower salary grade within the university system. Prior approval of such placements must be obtained from both departments affected and the HR office.
2. To hire a qualified "protected class" candidate for whom an AAP (Affirmative Action Plan) hiring goal has been identified, provided that no applicant for employment may be directly appointed to any position solely on the basis of their protected class status.
3. To hire an author, principal investigator, or staff of a restricted fund or other sole source project, and the position exists only if a particular individual with exceptional qualifications is interested and available.
4. To replace a faculty member who unexpectedly fails to return for the beginning of classes or when unexpected increased enrollment warrants additional faculty.

Emergency Hire or Direct Appointment Hire: UAKJOBS Process

Create posting in UAKJOBS (www.uakjobs.com/hr)

In the justification section or additional documents tab please upload memo of justification. The memo should include:

The appropriate regulation i.e. R04.03.032
Who is being hired and why that person is qualified
The intended start date and end date

Once the posting has been approved, HR will send a quick link to the department contact; the PPA will then need to forward the quick link to the applicant. When you receive the quick link, that email is the approval for the hire. After the applicant applies begin the hiring proposal in uakjobs. Call HR to schedule orientation for all faculty and staff benefited positions.

After the applicant begins working, send to HR the completed uakjobs job form, contract letter (if applicable) and hiring paperwork: W-4, I-9, Personal Demographic form, Auto deposit form (optional), and Illness and Injury form, etc.

**** Important Notes ****

- Emergency hires are for non-benefited positions and direct appointments are for benefited positions.
- Executive direct appointments must have the chancellor's endorsement and the president's approval prior to the recruitment process.
- 10% salary increase does not apply to these types of hires.
- No preliminary questions or screening documents need to be attached.
- The applicant is only required to attach a resume; you may require additional documents if you wish.

Adjunct, Post-Doc, Temporary and Student Recruitment Process

UAF Human Resources has formalized a new process for adjunct, post-doc, temporary and student recruitments that require fewer approval steps and eliminates the requirement to screen all applicants and submit screenings to HR for approval. Departments may begin using this new process at any time; however the departments will need to review any recruitments that may be open and close out appropriately before opening new pools. As a reminder when conducting any type of recruitment departments are responsible for following EEO guidelines to ensure that a fair and consistent process occurs in accordance with federal and state laws and university regulations. Refer to policy and regulation and the UAF HR website for additional information regarding hiring guidelines. Contact Human Resources if you have any questions. The procedures outlined in this document pertain only to the adjunct, post-doc, temporary and student recruitment processes.

Under this new process, departments may hire many applicants from one posting or may open a separate posting for each position being recruited. Departments are encouraged to open only one Student Assistant A, B, and/or C job posting per TKL during the specified time period. Job postings may be opened at any time for positions starting in the spring semester, but need to be closed no later than June 30. Job postings may be opened at any time for positions starting in the summer, but need to be closed no later than August 31. Job postings may be opened at any time for positions starting in the fall semester, but need to be closed no later than December 31. A review date does not need to be listed as all applicants will be immediately viewable by the department after the job has been posted.

Screening documents are not required to be submitted to HR for review prior to the job being posted. Departments do not need to submit requests to interview nor submit candidate proposals in UAKJOBS for these recruitments. Departments are not required to screen and eliminate all applicants before interviewing/hiring. When screening applicants follow the appropriate guidelines and ensure the department can justify its hires.

In the web posting text of the job describe positions the department is looking for and the type of skills which are needed. This will give applicants an opportunity to communicate their knowledge and interests in their application materials. The department will need to list a primary contact person and supervisor; however, multiple users may be given access to the job posting. All applicants' questions regarding open positions and the status of applications will be directed to the department; this is why a department individual must be designated to coordinate the pool. At a minimum, applicants need to complete the application and criminal history disclosure, upload a resume, and attach additional documents as the department requires and as allowed in other recruitments. For example a cover letter, references or a writing sample may be required by departments.

Once the department has determined the successful candidate, offer the position contingent upon approval from HR and complete a hiring proposal for the candidate. In the comments section, provide details about the successful candidate's qualifications to explain why you chose the individual. The explanation may include a description of the applicants prior work experience, interest in the specified field, unique qualifications, or ability to work the required hours. This information is required to defend a hiring decision in the event of a challenge. Challenges to adjunct, post-doc, temporary and student hires are rare, but do occasionally occur. In the hiring proposal include an explanation of the type of position the applicant is being hired for. This explanation is basically a description of the job duties and discipline being assigned.

In the event a hire is challenged, Human Resources will review the hiring process. Recruitments that violate policy and regulation may result in a failed search. Should the investigation prove that a violation of procedures has occurred, Human Resources will require training for the department before hiring privileges will be restored.

Adjunct, Post-Doc, Temporary and Student Recruitment Process Quick Reference

1. Department creates a pooled job posting and submits to HR.
2. HR reviews and approves job posting. HR posts job to UAKJOBS.
3. Department may immediately review all applicants.
4. Department may screen and/or interview applicants; departments do not need to screen and/or interview all applicants in the pool.
5. Department selects successful applicant.
6. Department may choose to conduct background check. Contact HR to initiate notification to applicant to fill out authorization form.
7. Department submits hiring proposal to HR through UAKJOBS; department maintains all hiring documents in event of a challenge.
8. HR approves hiring proposal; pool is left open if additional hires will take place; applicants remain active, but receive no status notifications from the system.
9. Department generates job form from the hiring proposal and completes new hire paperwork.

Student Recruitments

R09.05.020. Terms and Conditions of Student Employment

Student Assistant positions will be assigned at one of three grade levels based on the following criteria:

1. Student Assistant A

Works under direct supervision. Duties generally are routine in nature and decision-making is limited (e.g., may make routine decisions about assigned work in absence of immediate supervision.) May require some previous training, experience and/or knowledge. Examples of typical work include: general office work (e.g., reception, record maintenance, word processing, computer data entry); general laboratory support (e.g., organizing lab supplies, animal care, setting up equipment, maintaining simple records of experiments/projects.)

2. Student Assistant B

Works under general or intermittent supervision. Duties are varied and require some independent judgment. Decision-making may be required in the minor revision of standard judgment. Typically requires previous training and experience (e.g., one year). Some college or comparable experience may be necessary. May require mechanical or technical ability/knowledge. Examples of typical work include: coordinating activities for a function or project; advance office/administrative duties; maintaining computer equipment; basic computer programming; assisting a skilled crafts or tradesperson.

3. Student Assistant C

Works under general direction. Duties require considerable knowledge and skills. Exercises independent judgment and decision-making in developing new procedures or techniques. May involve supervision of other student employees. Examples of typical work include: performing complex computer programming, network operations or troubleshooting; advance technical computer maintenance; research, writing or assisting in writing technical reports; assisting in complex technical aspects of complex projects. May be responsible for a facility, building, activity, or program. May coordinate the use of equipment, building space, or programs.

R09.05.026. Compensation.

- A. Initial hire rate into a new or different position, will be at the minimum rate in the assigned grade level. Exceptions may be considered only in cases of documented marketplace necessity, or exceptional qualifications. Requests for exceptional step placement must be made, in writing, to Human Resources, showing documented reasons for the exception.
- B. Salary step progression occurs annually through continued satisfactory performance by the student in the same assigned student grade level. Two semesters of active satisfactory performance within a twelve-month period will warrant a one step increase on their anniversary date. Employment for at least twelve weeks during the summer will be equivalent to one semester.
- C. Requests for approval of additional step movement will be considered under exceptional circumstances or for extraordinary performance. Requests must be made, in writing, to Human Resources, showing justification for salary adjustment.

| Student Salary Schedule – Effective July 13, 2003 | | | | | | | | | | | | |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|
| Asst Level | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 |
| A | 7.50 | 7.75 | 8.00 | 8.25 | 8.50 | 8.75 | 9.00 | 9.25 | 9.50 | 9.75 | | |
| B | 8.50 | 8.75 | 9.00 | 9.25 | 9.50 | 9.75 | 10.00 | 10.25 | 10.50 | 10.75 | 11.00 | |
| C | 9.50 | 9.75 | 10.00 | 10.25 | 10.50 | 10.75 | 11.00 | 11.25 | 11.50 | 11.75 | 12.00 | 12.25 |

Temporary Recruitments

- Recruitment and hiring procedures for the initial hire of a temporary employee are generally the same as for a regular recruitment.
- In the event a temporary position is re-authorized as an extended temporary position, a position description will be submitted to the human resources office for determination of the appropriate classification and pay grade
- In the event a temporary or extended temporary position is re-authorized as a regular or term-funded position, the position will be filled according to policy and regulation.
- An employee may be re-appointed into a temporary or term-funded seasonal, grant, or contract position within the same or following calendar year if the employee was originally selected and employed in accordance with policy and regulation and in consultation with the Human Resources office.

Temporary Positions (NT and XT)

| NAME | PCLS | ECLS |
|----------------------------|-------|------|
| Temporary Managerial | 07001 | NT |
| Temporary Professional | 07002 | NT |
| Temporary Clerical | 07003 | NT |
| Temporary Technical | 07004 | NT |
| Temporary Trades | 07005 | NT |
| Temporary Service | 07006 | NT |
| | | |
| Temporary Managerial (E) | 09701 | XT |
| Temporary Professional (E) | 09702 | XT |
| Temporary Clerical (E) | 09703 | XT |
| Temporary Technical (E) | 09704 | XT |
| Temporary Trades (E) | 09705 | XT |
| Temporary Service (E) | 09706 | XT |

Extended Temporary Positions (NX and XX)

| NAME | PCLS | ECLS |
|--------------------------------|-------|------|
| Ext Temporary Managerial | 07201 | NX |
| Ext Temporary Professional | 07202 | NX |
| Ext Temporary Clerical | 07203 | NX |
| Ext Temporary Technical | 07204 | NX |
| Ext Temporary Trades | 07205 | NX |
| Ext Temporary Service | 07206 | NX |
| | | |
| Ext Temporary Managerial (E) | 09721 | XX |
| Ext Temporary Professional (E) | 09722 | XX |
| Ext Temporary Clerical (E) | 09723 | XX |
| Ext Temporary Technical (E) | 09724 | XX |
| Ext Temporary Trades (E) | 09725 | XX |
| Ext Temporary Service (E) | 09726 | XX |

INTERMEDIATE STAGE

Date

«First_Name» «Last_Name»

«Address»

«City», «State» «Zip»

Dear

Thank you for applying for the position of _____ at _____ (department name). We appreciate the effort you put into applying for this position. While your application was given careful consideration, it was not moved forward to the next review stage.

We hope you will apply for other positions at the University of Alaska Fairbanks for which you feel qualified. We appreciate your interest in the university.

Please direct any questions regarding this recruitment to UAF Human Resources, (907) 474-7700.

Sincerely,

Director

**U N I V E R S I T Y O F A L A S K A
F A I R B A N K S**

UAF is an equal opportunity employer/Affirmative Action Educational Institution

INTERVIEW STAGE

Date

«First_Name» «Last_Name»
«Address»
«City», «State» «Zip»

Dear

Thank you for taking the time recently to speak with us regarding the () position. We appreciate your patience throughout our search process.

While we were impressed with your qualifications, we were faced with a difficult decision. We finally selected another candidate whose qualifications most closely matched what we were looking for in the position.

We hope you will apply for other positions at the University of Alaska Fairbanks for which you feel qualified. We appreciate your interest in the university.

Please direct any questions regarding this recruitment to UAF Human Resources, (907) 474-7700.

Sincerely,

Director

U N I V E R S I T Y O F A L A S K A
F A I R B A N K S

UAF is an equal opportunity employer/Affirmative Action Educational Institution

UNIVERSITY REGULATION
PART IV - HUMAN RESOURCES
Chapter 04.03 - Recruitment and Staffing

R04.03.010. Recruitment Procedure.

Each regional human resources office will post the following statement:

"Applications from all persons are welcomed; women, minorities, persons with disabilities, and veterans are especially encouraged to apply. The University of Alaska does not discriminate on the basis of race, color, religion, national origin, citizenship, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sex, age, disability or status as a veteran in employment proscribed by:

- Titles VI and VII of the Civil Rights Act as amended in 1991
- Title IX of the Education Amendments of 1972
- Executive Order 11246 as amended
- Vocational Rehabilitation Act as amended in 1992
- Americans with Disabilities Act
- Pregnancy Discrimination Act
- Equal Pay Act of 1963
- Civil Rights Restoration Act of 1987
- Immigration Reform & Control Act
- Vietnam Era Veterans Readjustment Assistance Act
- Age Discrimination in Employment Act
- Alaska Statute 18.80.220 and 14.40.050 of the Alaska Code

Inquiries concerning the application of these regulations to the university may be directed to the regional or local human resources office and/or affirmative action office, Statewide Office of Human Resources, Office of Federal Contract Compliance Programs, Department of Labor, Alaska Human Rights Commission, Department of Justice Office of Civil Rights, or the Equal Employment Opportunity Commission."

(01-12-07)

R04.03.011. Recruitment Procedure: Affirmative Action Goals and Recruitment.

- A. The affirmative action officer will monitor hiring activities for progress towards affirmative action goals. The AAO will meet with senior administrators, deans, directors, human resources, and hiring officials to discuss affirmative action goals and to recommend recruitment strategies to meet those goals.
- B. Hiring officials, with the assistance of the affirmative action and regional human resources offices shall make good faith efforts to recruit minorities, persons with disabilities, and persons in underrepresented categories, and will offer reasonable accommodation as appropriate.

(01-12-07)

R04.03.012. Recruitment Procedure: Reasonable Accommodation.

Applicants will be informed of the university policy to provide reasonable accommodation for applicants and employees with disabilities. They will be informed that they can request accommodations during any part of the application process, including interviews.

(01-12-07)

R04.03.013. Recruitment Procedure: Approval and Training.

- A. Each MAU will establish a process for approval to recruit to include, at a minimum, budgetary approval and approval by the regional human resources office.
- B. The regional human resources or affirmative action office will provide training to hiring authorities and search committees as needed to promote effective selection processes that comply with policy, regulations, and applicable state and federal law.

(01-12-07)

R04.03.014. Recruitment Procedure: Employment Process.

- A. The hiring official will:
 - 1. develop the vacancy announcement and advertising copy;
 - 2. develop screening and evaluation criteria;
 - 3. select the screening committee/individual screeners;
 - 4. conduct interviews and reference checks;
 - 5. select the best qualified candidate based on job-related criteria and available information;
 - 6. obtain approval for the recruitment process from the regional human resources office prior to making the job offer;
 - 7. for staff positions, identify appropriate starting salary in conjunction with the human resources office, and obtain authorization from the human resources office to offer the position and the approved salary;
 - 8. for faculty positions, identify appropriate starting salary and obtain authorization from the Provost, or designee, to offer the position at the approved salary;
 - 9. offer the position;
 - 10. notify unsuccessful candidates;
 - 11. submit required reports and documentation to the regional human resource office; and
 - 12. forward recruitment records to the regional human resources office or maintain the records for the required period of time.
- B. The regional human resources office will:

1. develop guidelines and processes for conducting and documenting recruitment and selection processes;
2. provide training on recruitment and selection processes;
3. approve vacancy announcements and advertising copy;
4. approve posted position requirements;
5. post vacancy announcements;
6. approve screening and evaluation criteria and processes prior to releasing applications to the hiring official;
7. approve screening documentation, including equal employment opportunity and affirmative action compliance, prior to proceeding to the interview process;
8. approve the recruitment process prior to authorizing the extension of a job offer;
9. for staff positions, approve the starting salary and step placement; and
10. maintain recruitment records and documentation for required period of time.

(01-12-07)

R04.03.015. Recruitment Procedure: Recruitment Requirements.

- A. Recruitments may be opened with or without specific closing dates. Sufficient time will be allowed to produce a pool of applicants and to document affirmative action efforts, as appropriate.
- B. Recruitments may be limited, with the approval of the human resources office, to current employees system-wide or at the regional, major organizational, or departmental level. Employees described in this subsection are also known as “internal applicants.”

C. Recruitment notices must include the following:

1. posting period;
2. position title;
3. position number;
4. notice of internal or external posting;
5. description of duties;
6. position requirements;
7. affirmative action statement;
8. reasonable accommodation statement;
9. public disclosure statement;
10. contact information.

D. The following affirmative action and public disclosure statements must be included in recruitment notices:

1. "An Equal Employment Opportunity/Affirmative Action employer and educational institution."
2. "Your application for employment with the University of Alaska is subject to public disclosure under the Alaska Public Records Act."

E. Advertisements are condensations of the recruitment notice and must include, at a minimum, the position title, posting period, contact information and the abbreviated affirmative action statement "EEO/AA."

F. Required education and experience will reflect the knowledge, skills, and abilities needed to perform the job satisfactorily based on the position description. Equivalencies to minimum education and experience qualifications may be allowed, except where required for licensing or accreditation.

(01-12-07)

R04.03.020. Screening and Selection Process.

A. Screening is a process of reviewing applicants using uniform and consistent criteria to identify the most qualified candidates. Screening processes will be consistent with accepted human resource practice. All phases of the screening process and all evaluation criteria will be non-discriminatory, content valid, and job related, based on the position's duties and responsibilities.

B. At a minimum, screening for a position will include evaluation of written applications, interviews, and reference checks. With approval of the regional human resources office, screening may be expanded or modified. Additional screening steps may include skills tests, written or practical tests, telephone interviews, writing samples or portfolios, and oral presentations.

(01-12-07)

R04.03.021. Screening and Selection: Reasonable Accommodation.

A. If a candidate with a disability, who is otherwise qualified to perform the essential duties of the position, is recommended for selection and seeks a reasonable accommodation,

appropriate accommodation will be made to allow performance of the essential functions unless to do so would pose an undue hardship or direct threat that could not be eliminated or reduced to an acceptable level by reasonable accommodation.

- B. In determining what constitutes a reasonable accommodation, hiring authorities are required to contact the Americans with Disabilities Act coordinator and the regional human resources office. The specific accommodations are to be determined through appropriate consultation with the person with the disability.

(01-12-07)

R04.03.022. Screening and Selection: Records and Reporting.

Selection documentation, including applications, screening and evaluation materials, and applicant flow data, must be retained for a period of three years. Records and data may be retained in electronic or hard copy format.

(01-12-07)

R04.03.031. Special Recruitment Categories: Temporary Hire.

- A. Recruitment and hiring procedures for the initial hire of a temporary employee are generally the same as for a regular recruitment. However, procedural modifications may be made in consultation with the regional human resources office.
- B. In the event a temporary position is re-authorized as an extended temporary position, a position description will be submitted to the human resources office for determination of the appropriate classification and pay grade.
- C. In the event a temporary or extended temporary position is re-authorized as a regular or term-funded position, the position will be filled according to policy and regulation.

(01-12-07)

R04.03.032. Special Recruitment Categories: Emergency Hire.

- A. The authority to use the emergency hire process requires prior approval of the regional human resources office. The affirmative action office or regional human resources office will review emergency hire patterns to ensure that a good faith effort has been made to contact members of underutilized classes.
- B. Emergency hires are made in unexpected cases where temporary employment demands are of a business necessity and emergency nature such as the following:
 - 1. to cover an employee on emergency or short-term, temporary leave;
 - 2. to appoint a short-term, temporary employee to assist with an unexpected increase in workload; or
 - 3. to temporarily fill a vacancy only for the duration of the normal recruitment and hiring process.

(01-12-07)

R04.03.033. Special Recruitment Categories: Casual Labor.

Casual labor is employment of an emergency or temporary nature for no more than five consecutive days for each irregular occurrence. Casual labor employment is not covered by the recruitment and selection processes described in R04.03.010 – 04.03.022. Each MAU will establish specific criteria and define a process for casual labor. Hire documentation must be completed prior to hire and will be maintained by the regional human resources office.

(01-12-07)

R04.03.034. Special Recruitment Categories: Promotion and Transfer.

When a position, excluding faculty, university officers, and senior administrators, is created or vacated, a potential promotional or transfer opportunity exists for all current university employees throughout the university system. The hiring official may:

- A. provide the vacancy as an internal opportunity before recruiting externally, in accordance with R04.03.015; for external postings, university employees will be considered on an equal basis with external applicants;
- B. directly appoint a qualified employee into the position as part of a training or development opportunity or an approved Career Development Plan, with the approval of the regional human resources office.

(01-12-07)

R04.03.035. Special Recruitment Categories: Direct Appointment.

Direct appointment is a selection made without open recruitment and requires approval of the regional human resources office. Direct appointments may be granted pursuant to R04.03.033 and in those cases in which open recruitment can be demonstrated to be inappropriate, such as:

- A. a request for a noncompetitive placement in a vacant position in the same or lower salary grade within the university system; prior approval of such placements must be obtained from both departments affected and the regional human resources office;
- B. to hire a qualified candidate from an underutilized class for whom an AAP hiring goal has been identified, provided that no applicant for employment may be directly appointed to any position solely on the basis of their protected class status;
- C. to hire an author, principal investigator, or staff of a restricted fund or other sole source project where the position exists only if a particular individual with exceptional qualifications is interested and available;
- D. to hire a term faculty member to replace a faculty member who unexpectedly fails to return for the beginning of classes, or is unavailable for other reasons, or when an unexpected increased enrollment warrants additional faculty.

(01-12-07)

R04.03.036. Special Recruitment Categories: Re-appointment of a Seasonal, Grant or Contract Worker.

An employee may be re-appointed into a temporary or term-funded seasonal, grant, or contract position within the same or following calendar year if the employee was originally selected and employed in accordance with policy and regulation and in consultation with the regional human resources office.

(01-12-07)

R04.03.090. Definitions.

In this chapter, unless the context otherwise requires:

- A. “AAO” means affirmative action officer and has the meaning given in R04.02.011;
- B. “AAP” means affirmative action plan and has the meaning given in R04.02.011;
- C. “hiring official” means the department or MAU level administrator, manager or supervisor who has been delegated the authority to extend a job offer;
- D. “regional human resources office” or “human resources office” is the appropriate MAU office responsible for administering human resource functions.

(01-12-07)

UAKJOBS Recruitment Guide

The UAKJOBS Recruitment Guide for supervisors and PPA's can be found at the following website: <http://www.alaska.edu/hr/procedures/applicant.xml>

UAKJOBS is the employment application system used by the University of Alaska. The Human Resources department has implemented this system in order to automate many of the paper driven aspects of the employment application process.

This system will be used to:

- Create/modify/update position descriptions
- Create and submit job postings to HR
- View applicants to your job postings
- Notify HR of your decisions regarding the status of each applicant

The system also includes job posting templates for temporary, adjunct, student, staff, and faculty positions. Screening and e-mail notifications to applicants, and the ability for applicants to view the status of their applications are additional enhancements to UA's recruitment process.

Things to keep in mind about this system:

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

To ensure the security of the data provided by applicants, the system will automatically log you out after 60 minutes if it detects no activity. However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it before proceeding.

Work that is created or modified in this system is Not Saved unless you click "Save and stay on this page". If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

If you would like to cancel an action like stopping a job posting, you may choose "Cancel This Recruitment w/o Posting." To stop an action such as a PD classification or hiring proposal, you may choose "Cancel This Entire Transaction (Delete)." If the action is pending for another user, you may also contact that user and request they cancel the action.

UAKJOBS Administrative website: <http://www.uakjobs.com/hr>

UAKJOBS Applicant website: <http://www.uakjobs.com>

POSITION DESCRIPTION

The Position Description links are applicable to regular staff positions only. You may check the status of a PD including approvals, view a PD that has been approved, create a new PD, reclassify, or update a PD.

Create New /Reclassify /Update

- To begin a position description action, click the “New/Reclassify/Update” link in the Job Description section of the navigation bar. Your Action choices will then appear.
 1. To create a new PD, choose “Establish a New Position Description”, and choose start action.
 2. To update or reclassify a PD, choose, “Reclassify/Update a New Position Description”. Search for the PD you wish to update and choose “Start Action”.
- Selecting a Justification - enter information pertaining to the justification of the new, reclassification or position update.
- Position Details - Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
- Labor Distribution - identify the funding that will pay for the salary including org, fund, and percentage.
- Job Description - The “Duties” of a Position Description are the major responsibilities the incumbent in this position performs on a routine basis. *Essential* duties are those that MUST be performed by the incumbent in the position. To add edit duties to your Position Description, click on the “Edit” link within the table.
- Supplemental Documentation – The supplemental documentation tab contains information to support your Position Description request such as memos or organizational charts. You may attach a particular document by clicking the ‘Attach’ link next to the specific type of document you want to attach to your position.
- Submitting the Position Description – After completing all of the required information click View Action Summary and scroll down through this screen to review the information you entered.
- Next select one of the choices and click the Continue button either at the top or the bottom of this page. After selecting your choice, click Continue to go to the confirmation page. Press Confirm to complete this step. The details of your position description are NOT SAVED until you complete this step.

Searching Status of Position Descriptions

To search on the status of PD, (*or edit a PD*), choose the “Search PD Status” option. You may locate any action request and check the approvals by using this function.

- Click the “Search PD Status” link under the “Position Description” header on the left side menu. Enter criteria to search for position descriptions. You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.
- A list of PD’s within your department will appear and you can view the job title, status, action type, action number, employee last name, date first submitted to HR, and date approved. Once you have found the position you would like to view, click the “View Summary” link below the position title header.
- If you would like to view and modify the position description, click the “View” link below the “Job Title”. You will be taken back to the summary view where you can click on the “Edit” link at the top. Once in the edit view, you can review and modify the details of the Action Request and approve as appropriate.

Searching Pending Position Descriptions

To search for PD’s that are “Pending”, choose the “Pending PD” option. This will include position descriptions (within your department) that have been saved, and are awaiting approval and classification.

- Click the “Search Pending PD” link under the “Position Description” header on the left side menu. A list of PD’s within your department will appear and you can view the position title, pending title, working title, request number, current status, and action type. Once you have found the position you would like to view, click the “View” link under the “Position Title” header to view a PD.
- You will be taken back to the summary view where you can click on the “Edit” link at the top. Once in the edit view, you can review and modify the details of the Action Request and save as appropriate.

Searching Approved Position Descriptions

To search for PD’s that have received final classification choose the “Search Approved PD” option. Approved PD’s are ones for both vacant and occupied positions.

- Click the “Search Approved PD” link under the “Position Description” header on the left side menu. Enter criteria to search for position descriptions. You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.
- A list of PD’s will appear with their status categorized by job title, PCN, PCLS, employee ID, employee last name, and last action. Once you have found the position you would like to view, click the “Get Reports List” link under the “Job Title” header to view a printer-friendly version of the PD.
- Click the “View Summary” link under the “Job Title” header under the “Last Action” header. You will be taken back to a tab view where you can modify the details of the position description.

JOB POSTING

Searching Active Job Postings

- All jobs that aren't pending are considered "Active" which include open, closed or have candidates under review. To view active jobs click "View/Edit Active Jobs" under the Job Posting header on the left side.
- A list of active jobs will appear with the posting number, number of current applications, job open date, close date, department and posting status.
- To view the job posting and applicants, click "View" under the job title column.

Searching Pending Job Postings

- You may search for jobs that are "Pending", which include jobs that have not yet been posted. These include recruitments that may not be completed, still require approvals, or are awaiting posting. To view pending jobs click "View/Edit Pending Jobs" under the Job Posting header on the left side.
- A list of pending jobs will appear with the date submitted, department, and posting status.
- To view the job posting and applicants, click "View" under the job title column. You can view the current status of the posting including the approvals under the "Posting Status" column.

Changing the Status of a Posting

- The actions which you perform on a Posting are customized based on your current stage in the hiring process, but may include:
 1. Submit for Supervisor Approval
 2. Submit for Primary Approval
 3. Submitted to HR for Approval (if no additional departmental approvals necessary)
 4. Request to Interview Candidates (Posted or Closed)
 5. Submit Candidate/Alternates to HR for Review (Posted or Closed)
- To perform any of these actions, click the appropriate link under "Posting Status".
- Click the "Confirm" button on the ensuing confirmation page.

APPLICANT ADMINISTRATION

There are several methods to view applicants in the system. You may view an applicant by clicking “Search” under the Job Postings heading on the left, then selecting the Posting whose applicants you wish to view. *Please note that PPAs and Hiring Managers will not be able to view applicants until the review date or posting date has passed.*

Search Applicants and View Their Application

- To view applicants, click on “View /Edit Active Jobs”, under the Job Posting” header on the left. Choose the position you wish to review by selecting “View” under Job Title.
- To view and print a single application, click the "View Application" link under the applicant’s name from the "Active Applicants" screen.
- To view and print multiple applications at the same time, perform the following steps: Check the boxes next to the corresponding Applicants you wish to print (or click “All”). Click the “View Multiple Applications” button.
- To view and print uploaded documents (such as a resume), click the link of the document under the column labeled “Documents” from the "Active Applicants" screen, and the documents will be uploaded. To view and print multiple documents at the same time, perform the following steps: Check the boxes next to the corresponding applicants you wish to print (or click “All”). Click the “View Multiple Documents” button and select File, and then Print.

Changing the Status of Applicants

- To view applicants, click on “View /Edit Active Jobs” under the “Job Posting” header on the left side menu. Choose the position you wish review by selecting “View” under Job Title.
- To change the status of an applicant, after they have been reviewed, interviewed and after a final decision has been made, click the “Change Status” link under the “Status” column heading.
- To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled “Change Multiple Applicant Statuses”. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.
- After clicking the “Change Multiple Applicant Statuses” button, a drop down menu of the statuses an applicant could be changed. Select the status to which you wish to change each applicant, and then click the “Continue to Confirm Page” button. To reset the statuses to their original values, click the “Reset to Original Status” button. To return to the previous screen, click “Cancel”.
- After performing the secondary screening on applicants, you may recommend applicants for interview. Under the Applicants tab, you can change the status of the applicants and choose “Submit candidates to HR for Approval” on the “Posting Status” tab.



THE FOLLOWING IS REQUIRED BY THE PROVOST IN THE FACULTY HIRING
PROCESS:

I. **RECRUITMENT STAGE** (Prior to the placement of any advertising, selection of search committee, or any other recruitment activities):

Complete the **Faculty Position Request Form** for all faculty positions except Adjuncts. This must be approved by the Provost before beginning recruitment.

II. **SEARCH AND SELECTION STAGE:** Follow the Human Resources and People Admin guidelines for this process.

III. **HIRING STAGE:**

- Before making an offer to a prospective candidate, complete the **Initial Salary Placement Worksheet** from the Provost's website. If the salary range that this produces falls outside the range that the Provost approved on the Faculty Position Request Form, you must request further Provost approval.
The Initial Salary Placement Worksheet is a required part of the faculty hiring process, but it does not require Provost's approval before you can proceed with the hiring process. Simply send the Provost's Office a copy of the worksheet once completed.
- The following items should be copied to the Provost after the faculty member has been hired:
 - i. Completed Initial Salary Placement Worksheet
 - ii. Offer Letter
 - iii. Appointment (Contract) Letter
 - iv. Faculty Workload
 - v. Curriculum Vita education page
 - vi. Any Special Agreements
- Submit to Human Resource Services the new hire packet as outlined in their hiring process guidelines.

*For information and assistance about faculty hires contact Sarah Lewis at 474-5178,
fnskl@uaf.edu*

Job Request Form

Please use this form to request a new faculty position or to fill a previously vacated faculty position. Please do not use this form to hire adjuncts or post-docs.

| | |
|--|--|
| <input type="checkbox"/> Request for a new position | <input type="checkbox"/> Request to fill a vacated position |
| College/School: | If joint appointment, list institute: |
| Department: | |
| Rank of Position: | PCN: |
| Discipline: | |
| Proposed Salary Range*: | Anticipated CIP: |

*Before extending an offer to a potential Faculty member, please complete an ***Initial Salary Placement Worksheet***, which can be found on the Provost's webpage. In addition, you will need to obtain additional approval from the Provost to offer a candidate a salary that falls outside of the pre-approved range.

To be completed by the Provost's Office:

___ OSU range: _____

___ CUPA range: _____

If this request is to fill a vacated position, please complete the following:

Name of the faculty member whose position will be vacated:

Reason for leaving:

Please provide the Provost's Office with copies of resignation, retirement, termination, and non-retention notices.

The information supplied by the department chair will be weighed by the dean in deciding and recommending to the Provost the disposition of open lines.

If this is a request for the direct replacement for a vacated position, please complete the following section:

What did the incumbent teach?

What departmental and/or program priorities do these courses meet? Which are required courses?

What other options are there for covering these courses?

To what extent is this position critical to maintain sufficient faculty numbers to sustain your program?

How critical is the incumbent's teaching, research, and/or service specialty to the program's ability to offer required courses and maintain the integrity of the program?

How does this person's area of scholarship align with campus priorities (e.g., the Strategic Plan, etc)?

If applicable: What is the importance for a direct placement for your graduate program?

If applicable: How would you compensate for any unfulfilled responsibilities that would result from not replacing the incumbent directly?

Other comments:

If this is a request for a new position, please complete the following section:

What is the rationale for creating the new position? Please be specific:

How would you seek to use this position in the development of the program and/or department?

How would the new position align with campus priorities (e.g., the Strategic Plan, etc)?

If applicable: If this position will be a joint appointment, what is the perspective of the director of the joint appointment institute?

Other comments:

Signatures

Department Chair/Program Head

Date:

Comments:

Director, in the case of joint appointment

Date:

Comments:

Dean

Date:

Comments:

Provost

Date:

Comments:

Checklist of items to send to the Provost's Office:

This form

Offer letter

Contract letter

Workload

CV education page

Special Agreements

Initial Salary Placement Worksheet

| | |
|---|--|
| Name: | UA ID#: |
| College/School: | Department: |
| Rank: | Joint Appointment? |
| Highest Degree: | Terminal Degree? |
| CIP Code: | Union Affiliation: <input type="checkbox"/> UNAC <input type="checkbox"/> UAFT |
| <p><i>The CIP code should be based the candidate's draft or expected workload and, if applicable, the predominant work identified in the recruitment and the candidate's area of research and/or service. The CIP manual can be found at http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165.</i></p> | |

Step 1: Salary Survey Information

The Provost's Office can provide you with this information.

| | |
|---|--|
| If the candidate will be UNAC, get the OSU data for their proposed rank: | |
| If the candidate will be UAFT, get the CUPA data for their proposed rank: | |

Step 2: Adjust for Highest Degree

| | |
|---|--|
| If the candidate does not currently hold a PhD, subtract 10% from the target Salary figure above: | |
|---|--|

Step 3a: List the number of years of experience in a Faculty position (including w/in UA):

| Rank | Institution | Tenure Track? | | %FTE | Years Employed |
|----------------------|-------------|--------------------------|--------------------------|------|----------------|
| | | Yes | No | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Line A Total: | | | | | |

Step 3b: List the number of years of professional-level experience within candidate's discipline (professional experience can include post-doctoral experience, experience as a manager in a governmental agency, industry research, etc.; but should not include experience in positions that do not normally require a terminal degree):

| Position Title | Type of Experience | Name of Employer | %FTE | Years Employed |
|---|--------------------|------------------|------|----------------|
| | | | | |
| | | | | |
| | | | | |
| Line B Total: | | | | |
| Divide Line B by two (2): | | | | |
| Line C Add lines A and B : | | | | |

| Step 4: Adjust for Experience | |
|---|---------------------------------------|
| <p>If hiring at the Assistant Professor level (using the salary data for “New Assistant Professor”): add 2% for each year of experience totaled in <i>Line C</i> above to the candidate’s target salary:</p> | <p>Completed Target Salary</p> |
| <p>If hiring at the Associate Professor or Professor level:</p> <ul style="list-style-type: none"> - If the candidate has more than 4 years of experience in <i>Line C</i>, add 2% for each of the years greater than four to the target salary. For example, if the candidate had 7 years of experience in <i>Line C</i>, they have 3 additional years of experience, and their target salary would increase by (3 x 2% =) 6%. - If the candidate has less than 4 years of experience in <i>Line C</i>, subtract 2% for each year from the target salary. For example, if the candidate had only three years of experience listed in <i>Line C</i>, their target salary would decrease by (1 x 2% =) 2%. | <p>Completed Target Salary</p> |

Completed by: _____

Date: _____

Recruitment and Hiring of International Employees

For information regarding the recruitment of international employees please contact the Office of International Programs or visit the following website:

<http://www.uaf.edu/oip/index.html>

Information regarding the following areas can be found at the website:

Issues common to all immigration categories sponsored by UAF Departments:

- [Immigration 101 Training Manual](#)
- Individuals in each immigration category are sponsored by UAF
- Each category must be resident in Fairbanks
- Dependents must remain with the primary visa holder
- All must maintain a valid (unexpired) passport, I-94 Departure Record and sponsoring document
 - The visa itself is not a governing document once the individual has entered the U.S. It can expire and not impact the legal status of the individual as long as the other documents have not expired.
 - Under current immigration regulations, Canadians are not required to obtain a visa in order to enter the U.S. in any immigration status.

Students ([F-1 Visa Category](#))

- Must be unconditionally admitted – controlling document is a **Form I-20**
- Must enroll full-time every semester unless approved in advance by a UAF immigration Designated School Official (International Student Advisor, OIP Director or Associate Director).
- Eligible for on-campus employment only
 - Employment exceptions are Curricular Practical Training and Optional Practical Training which must be authorized in advance of the employment beginning
 - OPT is 12 months of employment authorization, anywhere in the U.S. for any employer in the student's field of study
 - OPT is available after each degree level
- Dependent is an **F-2** who is not eligible to enter a degree program/study or work. Part-time study that is avocational or recreational in nature is permitted
- [Sample UAF departmental employment and recommendation letters for students](#)

Department of State Exchange Visitor ([J-1 Visa Category](#))

- Sponsoring document is a **Form DS-2019**
- Has 13 categories of which we are authorized four: student, professor, short term scholar and research scholar – there are different rules for each category
- J-1 student may not be self-supporting: must have some type of sponsoring funds that allow the individual to participate in the exchange
- J-1 professor/short term scholar/ research scholar may be self supporting but there must be some reason for the University to be sponsoring them to be here

- Dependent is a **J-2** who is eligible to study full time/enter a degree program, and work with USCIS employment authorization. At no time may the funds of the J-2 be used to support the J-1 (separate checking/saving accounts; cannot buy food or pay utilities, etc)

Specialty Occupation Employee ([H-1B Visa Category](#))

- Sponsoring document is a Form I-797 “Notice of Action” approving the **H-1B**
- Position must qualify first – on a national level the field requires a degree to begin the profession
- Then the skills of the applicant may be considered to determine if the applicant is eligible for the position and related status
- Employer’s visa...the employee is the beneficiary of the employer’s application – a non-resident may not apply for an H-1B on his/her own behalf
- Dependent is an **H-4** who is eligible to enter a degree program and study full or part time. There is NO employment authorization available.

Trade NAFTA ([TN Visa Category](#))

- Available for Canadian and Mexican citizens ONLY
- Mexicans follow an application process similar to an H-1B and must have the **TN** visa to enter the U.S.
- Canadians must have a signed and accepted letter of offer, proof of citizenship, proof of education (transcripts/ diplomas) at the Port of Entry to apply for admission to the U.S. in this category.
- Dependent is a **TD** who is eligible to enter a degree program and study full or part time. There is NO employment authorization available.

Permanent Residency (Green Card)

- UAF provides limited support for permanent residency petitions. [UAF Policy](#)
- [UAF procedures](#)
- [Category summaries with requirements](#)
- [UAF PR Support Form.](#)

Business and/or Visitor ([B-1 or 2 Visa Category](#))

- Individuals may be invited to, rather than officially sponsored by, UAF, as such there is no UAF-issued immigration document. The above common issues do not apply to people in this status.
- Controlling document indicating status is the I-94 received on entry to the U.S. Immigration authorization to take courses is very limited.
- No employment authorization is available.