

# Search Process Options in PageUp

Login to PageUp at [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) with GVSU Network Account

*The following are search options that can be utilized with the appropriate approvals should it be in the best interest of the department.*

Grand Valley State University values a diverse workforce. In accordance with the state and federal law and Equal Employment Opportunity (EEO) and Affirmative Action (AA) obligations, GVSU is committed to providing equal opportunity in employment through non-discriminatory open recruitment, equitable hiring practices and affirmative action programs. Exceptions to the standard recruitment practices or policies may be made where such waiver of the standard recruitment process demonstrates a compelling and extraordinary need. Collective bargaining positions must be advertised and recruited for as outlined in the applicable collective bargaining agreement.

Visit <https://www.gvsu.edu/affirmative> to find the forms.

## 1. Regular Search

This is the normal search process. The Dean/Appointing Officer is responsible for recruiting a diverse pool of qualified applicants.

- Hiring Approval Form (Job Card in PageUp) is completed by Dean/AO and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
- Position is advertised in appropriate publications for approximately 10-14 days by Dean/AO
- Search Committee consisting of 3-5 people receives and reviews applications, Human Resources, Affirmative Action, and Dean/AO (internally) reviews interview list
- Search Committee interviews candidates and makes recommendation to Dean/AO
- Dean/AO and committee makes final decision and partners with Human Resources to complete/gather necessary paperwork for approval and processing

## 2. Expedited Search (Modified Search)

An expedited search is an abbreviated recruitment search due to insufficient time for a regular search. The Dean/AO must approve this process before the search process begins; they are responsible for recruiting a diverse pool of qualified applicants.

**GRAND VALLEY STATE UNIVERSITY  
EMPLOYMENT MODIFIED SEARCH GUIDELINES  
(Internal & Expedited)**

**Internal Search** – an internal search is rarely done, and only when it is in the best interest of the University for the selected candidate to have specific experience that is Grand Valley related. This process must be approved by the Executive Officer and Affirmative Action before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

**Internal Search Criteria and Factors for Consideration:**

- Presence of any contrary provisions or restrictions in a collective bargaining agreement (if applicable);
- The subject-matter expertise/experience required for the position can only be found with an internal candidate pool;
- The position must be open to all internal applicants (may not limit applicants to specific units or departments);
- Applicants must submit their applications via the university applicant tracking system (e.g. PageUp);
- Formal recruitment plans with Inclusion Advocate participation must be submitted for approval;

**Expedited Search** – an expedited search is an abbreviated recruitment search due to insufficient time for a regular search. The posting time length is five business days. This process must be approved by the Executive Officer before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

Form requires that you select either internal search, expedited search or both:

**GRAND VALLEY STATE UNIVERSITY  
EMPLOYMENT MODIFIED SEARCH REQUEST  
(Internal & Expedited)**

|  |                                     |
|--|-------------------------------------|
| Supervisor:  | Appointing Officer:                 |
| College/Division:  | School/Department                   |
| Title of Position:   |                                     |
| Person Being Replaced (if applicable):   |                                     |
| <b>Type of Search requested:</b> Please check which option is being requested  |                                     |
| <b>Internal Search</b>   | <input checked="" type="checkbox"/> |
| The position requires that the selected candidate must have specific experience/knowledge that is Grand Valley related.                                    |                                     |
| <b>Expedited Search</b>  | <input checked="" type="checkbox"/> |
| It is in the best interest of the University to conduct an abbreviated search to fill an open position. Position will be posted for 5 business days by HR. |                                     |
| <b>Provide a justification statement explaining rationale for selection above. Attach additional pages, as needed.</b>                                     |                                     |
|  |                                     |

- Hiring Approval Form (Job Card in PageUp) is completed by Dean/AO and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
- Position is advertised on GVSU job posting website for **5 business days** by Human Resources
- Search Committee consisting of 3-5 people receives and reviews applications, Human Resources, Affirmative Action, and Dean/AO (internally) reviews interview list
- Search Committee interviews candidates and makes recommendation to Dean/AO
- Dean/AO and committee makes final decision and partners with Human Resources to complete/gather necessary paperwork for approval and processing

### 3. Internal Search (Modified Search)

An internal search is advertised campus-wide only and must be approved by the Executive Officer before the search process begins. The Dean/AO is responsible for recruiting a diverse pool of qualified applicants.

- Hiring Approval Form (Job Card in PageUp) is completed by Dean/AO and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
- The position is advertised as **Internal Only** on Page Up website posting
- Search Committee consisting of 3-5 people receives and reviews applications, Human Resources, Affirmative Action, and Dean/AO (internally) reviews interview list
- Search Committee interviews candidates and makes recommendation to Dean/AO
- Dean/AO and committee makes final decision and partners with Human Resources to complete/gather necessary paperwork for approval and processing

### 4. Waived Search

A waived search process is considered for unusual situations and when it is in the best interest of the University. It must fit the approved criteria used to justify the waiver.

Note: Inclusion and Equity request more information from the requesting party prior to approval. You are encouraged to consult with the Office of Affirmative Action or your HR Generalist/Business Partner prior to completing the search waiver to determine whether it is likely to be approved.

|  |
|--|
| Date received: <span style="background-color: #ADD8E6; display: inline-block; width: 150px; height: 15px;"></span>   |
| <b>GRAND VALLEY STATE UNIVERSITY<br/>EMPLOYMENT SEARCH WAIVER REQUEST (Revised 10/1/2016)</b>  |
| <p>Grand Valley State University values a diverse workforce. In accordance with the state and federal law and Equal Employment Opportunity (EEO) and Affirmative Action (AA) obligations, GVSU is committed to providing equal opportunity in employment through non-discriminatory open recruitment, equitable hiring practices and affirmative action programs. Exceptions to the standard recruitment practices or policies may be made where such waiver of the standard recruitment process demonstrates a compelling and extraordinary need. Collective bargaining positions must be advertised and recruited for as outlined in the applicable collective bargaining agreement.</p> <p>There may be rare cases in which the university believes it is necessary to waive the search process and place an individual into a position without a search. In addition, this document is to clarify the process related to requesting a search waiver and outline a procedure that is designed to create uniformity in the search and selection process utilized by GVSU. A waiver of the search process occurs when the university can justify why the placement of an individual into a position, without a search, is in the best interest of the University.</p> <p>Requests for a search waiver are to be made via this form to the Director, Affirmative Action/EEO, by the appropriate Appointing Officer. Prior approval must be obtained by the Appointing Officer from their division's Vice President, or designee. The completed form will be a part of the selection packet which includes the selection justification, hiring approval form, resume, application and transcripts of the candidate. This packet will be sent to the Affirmative Action office for final review and approval. Questions should be directed to the Affirmative Action office at (616) 331-3296.</p> |

You will need to provide substantial reasoning behind your request for waived search:

|  |  |  |
|--|--|--|
| Date:  | Supervisor:  | Appointing Officer:  |
| College/Division:  | School/Department:   |  |
| Title of Position:   | Name of Proposed Hire:   |  |
| Person Being Replaced (if applicable):   |  |  |
| <b>Waivers to the standard search process may be requested for the following reasons:</b>  |  |  |
| <input type="checkbox"/>   | <b>Departmental restructure or reorganization</b>  | The proposed hire's current/previous position is being eliminated; a new position cannot be created through this process; not used to make temporary employees permanent.  |
| <input type="checkbox"/>   | <b>College or Department or Unit Affirmative Action goals</b>                                    | Does not exempt a position from AA requirements and EEO regulations, including documenting good faith efforts to achieve diversity and ensuring non-discrimination. Please indicate your current AA goal and how the addition of this candidate will add to the achievement of the goal. See <a href="https://www.gvsu.edu/affirmative/affirmative-action-plan-29.htm">https://www.gvsu.edu/affirmative/affirmative-action-plan-29.htm</a> to view the most recent AA Plan or contact the Affirmative Action office. |
| <input type="checkbox"/>   | <b>Opportunities for internal promotions</b>   | If promotion advances affirmation action goals.  |
| <input type="checkbox"/>   | <b>Existence of highly specialized qualifications and requirements for a particular position</b> | For example, the president of a university, congressperson, or so specialized that there is not a reasonable pool from which to draw appropriate candidates.   |
| <input type="checkbox"/>   | <b>Trailing spouses/partners</b>   | Facilitating appointment of an accompanying academic partner, if either hire advances current AA goals.  |
| <input type="checkbox"/>   | <b>Current position discontinuation</b>  | Position eliminated due to funding.  |
| <input type="checkbox"/>   | <b>Previous search pool for identical position</b>   | Search conducted 12 months or less; or multiple hires from same search.  |
| <input type="checkbox"/>   | <b>Other (rare circumstances)</b>  | Please discuss with the Affirmative Action/EEO office.   |
| <p><b>Provide a justification statement explaining selection above. Work history, resume/CV, and other documentation including AAP goals, etc., should also be provided. Attach additional pages, as needed.</b></p> |  |  |

- The Dean/AO informs the appropriate Vice President of the need for a waived search.
- If approved, Dean/AO's office will complete a search waiver form outlining the justification for the waived search.
  - They also submit a **selection packet** and **Hiring Approval Form** (Job Card in PageUp). The selection packet includes the completed selection justification form, which has the suggested salary, candidate's resume, application, and official transcript of their highest degree.
- Once the paperwork is completed, Human Resources reviews the selection packet, approves the suggested salary and documents, then forwards selection packet to the appropriate Vice President for review and approval.
- Once the Vice President approves, they forward the selection packet to the Director of Affirmative Action in the Division of Inclusion and Equity. The Director will notify Human Resources and the appropriate Vice President/Appointing Officer of the completed search waiver.
- Human Resources will partner with the Dean/AO or their designee to complete/gather any additional paperwork for processing (such as appointment letter).

Note: A copy of all approved search waiver forms will also be kept by the Division of Inclusion and Equity.

## 5. Document Storage

Search documents completed via paper can be accompanied by a paper HAF for ease.

If the case where the search documents are completed on paper, but the HAF is on PageUp, the Dean/AO or their designee, can upload under the Documents tab and label as the appropriate search form.

**Technology Business Consultant** View applications ...

Position info Notes Sourcing **Documents** Reports (Legacy) Reports

Select

| Document                | Date         | Size  | Category             |   |
|-------------------------|--------------|-------|----------------------|---|
| Expedited Search Waiver | Nov 18, 2022 | 133Kb | Hiring Approval Form | <a href="#">View</a> <a href="#">Delete</a> |
| Position Description    | Nov 11, 2022 | 140Kb | Position description | <a href="#">View</a> <a href="#">Delete</a> |
| Recruitment Plan        | Nov 11, 2022 | 341Kb | Recruitment Plan     | <a href="#">View</a> <a href="#">Delete</a> |
| Hiring Approval Form    | Nov 11, 2022 | 249Kb | Hiring Approval Form | <a href="#">View</a> <a href="#">Delete</a> |

[Save](#) [Save and exit](#) [Cancel](#)